SirsiDynix®

SirsiDynix Symphony Training Guide

Acquisitions

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Introduction

The Acquisitions training guide is designed to provide a basic understanding of the capabilities of the SirsiDynix Symphony Acquisitions module with an overview of navigating those functions in the WorkFlows client.

Topics include creating funds, vendors, orders, and invoices; running acquisition reports, creating acquisition related policies, and the MARC Order Loading.

This guide can accompany instructor-led training. It can also be used as a review, reference, or an independent study document.

The Acquisitions training guide comprises eight sections and six appendices. Below is a short summary of each:

- **Overview**. Discusses the different records involved in the Acquisitions module and the general acquisitions workflow.
- **Working with Vendor Records**. Details how to create, modify, display, duplicate, delete, and deactivate vendor records.
- **Working with Fund Records**. Details how to create, modify, display, duplicate, delete, and deactivate fund records. Also covers how to transfer and modify budget amounts.
- **Creating and Working with Orders**. Outlines the steps taken to create basic, dated, and recurring orders. Also discusses how to add additional lines to an existing order, work with the funding/distribution segments within an order line, print a single purchase order, work with order maps, display, duplicate, and delete an order.
- **Receiving Orders**. Reviews the process or receiving firm orders (complete and partial), dated orders, and recurring orders. Also covers how to "unreceive" a line item.
- **Processing Invoices**. Discusses how to create, modify, display, and delete invoices. Also covers how to add additional invoice lines to an existing invoice, lock and unlock invoices, pay invoices, and reverse payment of an invoice. This section outlines the steps for invoicing during receipt of an order.
- **Add Ordered Items to Catalog**. Details how to add ordered items to the catalog.

- **Generating Claims**. Reviews the manually and automatic claiming process in the SirsiDynix Symphony Acquisitions module.
- **Appendix A: Acquisition Reports**. Discusses several acquisition reports used for sending purchase orders, creating workslips, generating lists of orders/order lines, and vendor notice reports.
- **Appendix B: Acquisition Configuration Policies**. Reviews the creation and modification of acquisition policies such as fund levels, currency, labels, holding codes, order maps, and acquisition material types.
- **Appendix C: Adding Temporary Titles and Records**. Outlines the three conventional methods of adding title records for ordering in the Acquisitions module.
- **Appendix D: Vendor Information Port (VIP)**. Discusses an alternative method of creating brief title records for the purpose of ordering with a vendor ordering service.
- **Appendix E: MARC Order Loader/9XX**. Reviews the steps taken to load bibliographic records that contain order information and discusses planning and considerations of using this process.
- **Appendix F: Acquisitions Exercises**.

Using This Training Guide

This guide has been designed for use during a SirsiDynix instructor-led training. It also has been designed to be used as a reference work for the class. Icons are used throughout the manual for different purposes. The purpose of each icon is described below.

This icon denotes additional helpful information.

This icon is a warning. Pay special attention to this information!

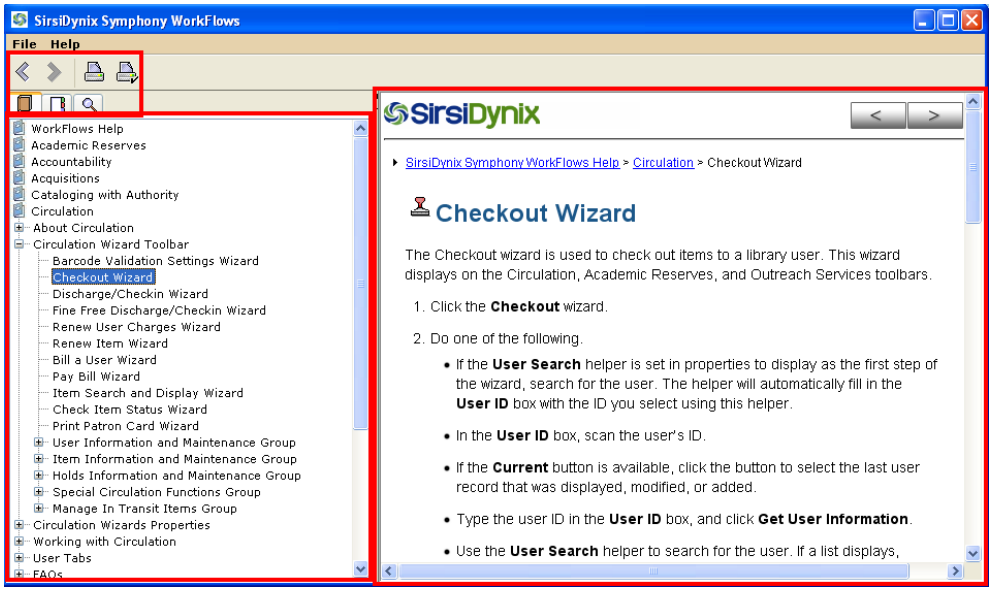
This icon indicates reference information available in another manual or to another chapter within this manual.

This icon directs you to the SirsiDynix Symphony online Help file where you can find additional or related information.

Help Files

The SirsiDynix Symphony system comes with an extensive set of online Help files. Every toolbar in your SirsiDynix Symphony system has a Help icon (a purple book with a yellow question mark on it). You can access Help files through the toolbar icon, from the Help option on your menu bar, or by pressing the F1 key when within SirsiDynix Symphony.

Help files are organized either context sensitive to the screen presently displaying, or topically through a table of contents:



The Help File screen has been divided into three parts for explanation:

- Icons are available to move forwards and backwards through the Help topics, to print, to access an index, and to search.
- Information is organized topically in the left-hand window. Click on a plus sign (+) to open a folder; click on a minus sign (-) to close it.
- The Help file is presented in the right-hand window. The information in the Help file assists in understanding more about software functionality and how to perform relevant workflows.

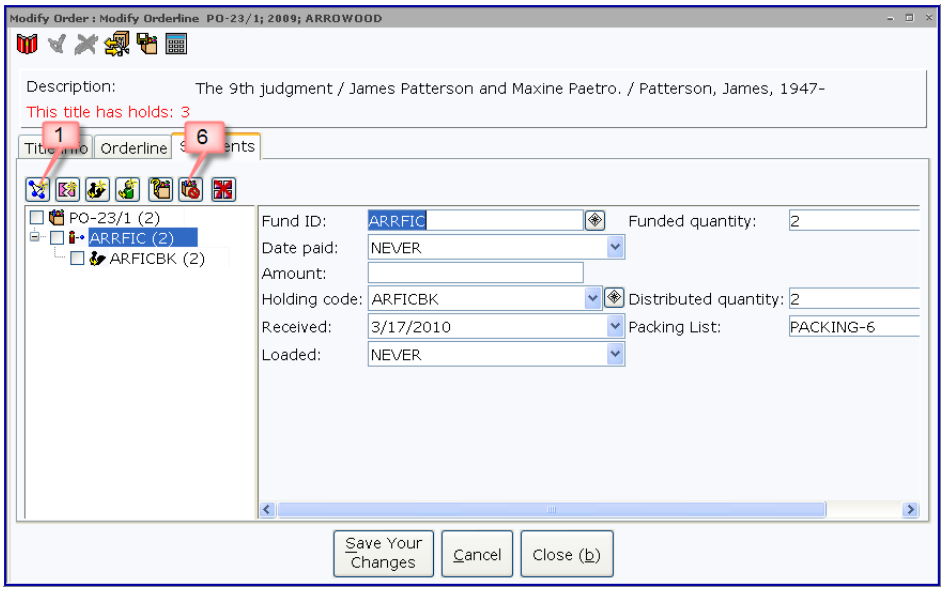
When you need help with a task, consult the online Help Files first. Your online Help Files are a comprehensive information set of SirsiDynix Symphony WorkFlows.

Toolbox

A toolbox will appear in the upper left corner of some wizard tabs. This toolbox will contain tools that assist you in creating, modifying, duplicating, or removing tab information.

Whenever a set of tools appears within a wizard, you will use a combination of the Alt key + the position of the tool.

For example, in order to add a cancellation on this order, you would hold down the Alt key in combination with the number 6.



This convention applies to all toolboxes located throughout the different modules in SirsiDynix Symphony.

Overview

In this section you will learn to:

- Understand the Acquisition module's capabilities.
- Understand fund records.
- Understand vendor records.
- Understand order records and order types.
- Understand the basic acquisitions workflow.
- Set up session settings for acquisitions.

Acquisitions Overview

Acquisitions wizards accomplish the main goal of library acquisitions. Items can be ordered, purchase orders produced, and vendor and fund information updated. Your library can be set up with as many vendors and funds as necessary. SirsiDynix Symphony accumulates totals budgeted, encumbered, and spent. Vendor, fund, and ordering information is updated and available in real-time. A variety of reports assists in ordering, claiming, and accounting.

In an integrated system, many record types work together to perform a variety of functions. Records used in the Acquisitions module may also be used in either the standard or the shadow catalog and perhaps in circulation activities as well. The interaction of the records and the kind of information they exchange depend on the actions performed at the workstation. The Acquisitions module uses the interaction of fund, vendor, order, and invoice records to provide your library with the following capabilities:

- Create and track fund accounts.
- Store detailed information on each vendor.
- Order and track materials through receipt, invoice, and payment.
- Add ordered items to the catalog.
- Produce reports on fund, vendor, and order activity.

When placing an order, a fund record representing the budget from which the material is to be purchased and a vendor record representing the source of the material are identified. The material to order is

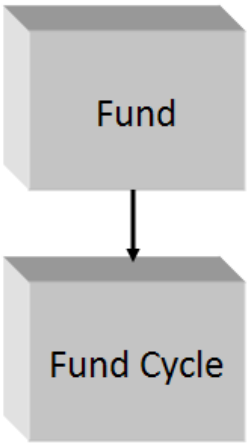
described either by entering vendor-specific information such as a vendor title number in the order record or by linking an existing bibliographic description to the order. If an order is linked to a bibliographic record, materials on order can be searched in the full-text index of either the standard or shadow catalog.

When an order record is complete and marked as "ready," SirsiDynix Symphony reports can generate a purchase order notice to be sent to the vendor. When receiving materials, the workstation operator may mark each line item as received, or simply enter the full packing list information and have SirsiDynix Symphony receive the individual line items automatically. Invoices may be entered directly into the system. SirsiDynix Symphony matches and accepts payment for all materials or individual line items on order records. Ordered items linked to bibliographic records may then be loaded into the catalog or delivered to a user.

Funds

A fund record identifies a sum of money or other resource which can be drawn on to pay for services or materials being acquired. Every fund account, grant, or budget portion which the library uses to pay for acquisitions should be represented by a fund record in SirsiDynix Symphony. When initially setting up your acquisitions system, you need to evaluate current acquisitions and collection development activities, and then decide how you will use the Acquisitions module to match current procedures.

Each fund is represented by a master fund record which contains constant information about the fund, and by a number of fund cycle records, each containing information about fund amounts and activity for a specific period of time.



Each master fund record includes fund ID, fund name, fund account number, six fund level fields allowing hierarchical grouping of similar funds, and text fields for extended fund information. Each master fund record may be associated with one or more fund cycle records. Fund cycles contain information about the fund for a single chronological period.

Below are other things you need to know about fund records:

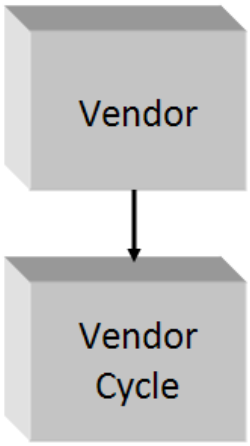
- Each library fund or budget category requires a fund account record in SirsiDynix Symphony. When you establish a fund record to represent specific funds or funding areas, you can track expenditures and encumbrances over accounting periods.
- Each fund record contains information about fund amounts and fund activity during a specified fiscal period.
- In a multi-library system, fund records belong to the library that creates them.
- Fund wizards create and maintain both fund records and fund cycle records.
- SirsiDynix Symphony supports an unlimited number of library-defined funds.
- Each fund is represented by a fund record that contains constant information about the fund, and by a number of fund cycle records detailing fund amounts and activity for a specific fiscal period.
- Create funds for ordering books, serials, standing orders, library supplies, etc.
- SirsiDynix recommends that you create all funds records before you create orders.
- Any tracking is based upon the establishment of funds.
- You cannot remove funds that have orders or encumbrances against them.

Vendors

A vendor record identifies the source of materials being acquired. Every vendor, jobber, publisher, or donor from whom the library acquires material should be represented online by a vendor record in SirsiDynix Symphony. When you create an order, the order must identify a vendor. You can run reports that will provide information about the dealings of the library with a particular vendor, showing transactions in progress, and the quantity of activity with that vendor.

Each vendor is represented by a master vendor record, containing constant information about the vendor such as accounting, ordering, service, and EDI addresses, and by a number of vendor cycle records, each of which contains information about vendor activity for a specific period of time. In a multi-library system, vendor records belong to the maintenance library specified when they are created.

Each vendor record may be associated with one or more vendor cycle periods.



Vendor cycles contain data about the vendor for a single chronological period. Each Vendor Cycle Data screen area includes the following elements:

- Fiscal cycle identifying the time covered (quarter semester, calendar year, fiscal year)
- Deposit amount
- Percent encumbrance allowed on deposit amount (may be set to any amount.)
- Claim period in days
- Cancellation period in days

Orders

An order record represents an item or items in the process of being acquired. Orders associate funds and vendors with a description of the item(s) being ordered. An order record often represents a purchase order with one or more line items (called order lines in SirsiDynix Symphony) that has been or will be sent to a vendor. An order record may also represent a gift (where the vendor is the donor). Order records can be used to purchase library supplies and items for external agencies as well as to purchase materials for the collection.

An order consists of several parts: the order record, one or more line item (order line) records, and one or more special records called segments that contain funding, distribution, claiming, and cancelling information.

Order records in WorkFlows may represent any of the following kinds of orders:

- Purchase for services, supplies, or non-catalog materials
- Purchases for external agencies or departments
- Title and copies which become part of the library's collection, acquired through purchase or as gifts.

When creating an order, you must first determine what type of order you want to create: Basic, Dated, or Recurring. The SirsiDynix Symphony system is delivered with three order wizards and nine order types that are divided among the three wizards.

Basic Order Types

The Basic Order is used when ordering single monograph titles, library supplies, and gift material/titles. It is complete as soon as the ordered material has been received and paid for (if necessary).

The three delivered basic order types are as follows:

- FIRM – A firm order is a one-time order for a specific item (i.e. monographic title).
- GIFT – Gift orders are dummy orders created for items donated to the library and the library wants to track the items on an order.
- APPROVAL – Approval orders represent titles of interest that are sent automatically from a vendor without obligation to buy. You approve and add to an order the titles you want to keep. You send the titles you do not want back to the vendor.

Dated Order Types

A dated order is an open order with a known start and end date at the time the order is placed.

The three delivered dated order types are as follows:

- SUBSCRIPT – A subscription order is for a publication issued in successive parts, typically with chronological or numerical designation, over a defined subscription period.
- ELECTRONIC – An electronic order represents subscriptions to electronic resources such as databases or online subscriptions.
- MEMBERSHIP - Certain publications cannot be purchased or subscribed to directly. Instead, the library must become a member of the organization that produces publications. Often membership includes receipt of more than one journal. Sometimes membership privileges include discounts on the organization's other publications. Ordering a membership usually involves membership fees, sent on a regular basis to ensure uninterrupted receipt of the membership publication(s).

Recurring Order Types

A recurring order is a perpetually open order with no known end date at the time the order is placed. An implied library-vendor agreement facilitates the receipt of certain materials without requiring individual orders from the library.

Irregular serials and many annual publications are frequently purchased by standing order, with the vendor sending volumes to the library whenever published. Some publishers offer special discounts if a library purchases a monographic series as a standing order, rather than as individual volumes. Since there is no predictable production of the volumes, they cannot be paid for in advance as a subscription. The library accepts each volume as it arrives and pays for each individually.

The three delivered recurring order types are as follows:

- STANDING - Standing orders represent an order for specific titles that have periodic updates and the vendor sends the updates as they are published.
- BLANKET - Blanket orders represent an open order for a certain type of item. For example, your library could have a blanket order with Thorndike Press for large print books. Essentially, the library does not know the titles of the books until they are received from the vendor. The titles are then itemized on a purchase order.

- MONSER - Monographic series orders represent titles in a series in which each published title has an individual bibliographic record.

If necessary, additional order type policies can be created by the system administrator.

SirsiDynix Symphony keeps track of the transactions occurring within each of these record types. In a multi-library system, orders belong to the library that created them.

Each order is identified in the system by an order ID. A purchase order number can be entered for the order ID, or SirsiDynix Symphony can generate an order ID automatically in a library-defined pattern.

For more information about customizing auto-generated IDs, refer to the WorkFlows online Help topic "FAQs: Customizing Auto-generated IDs."

Acquisition Workflow

Before you begin using the Acquisitions module, it is necessary to understand the user workflow. Below is a brief description of each step in the acquisitions workflow

There are five basic steps involved in tracking titles acquired:

1. Creating an order involves determining what titles to order, adding the titles to the catalog, placing them on a purchase order, and sending the order to a vendor.

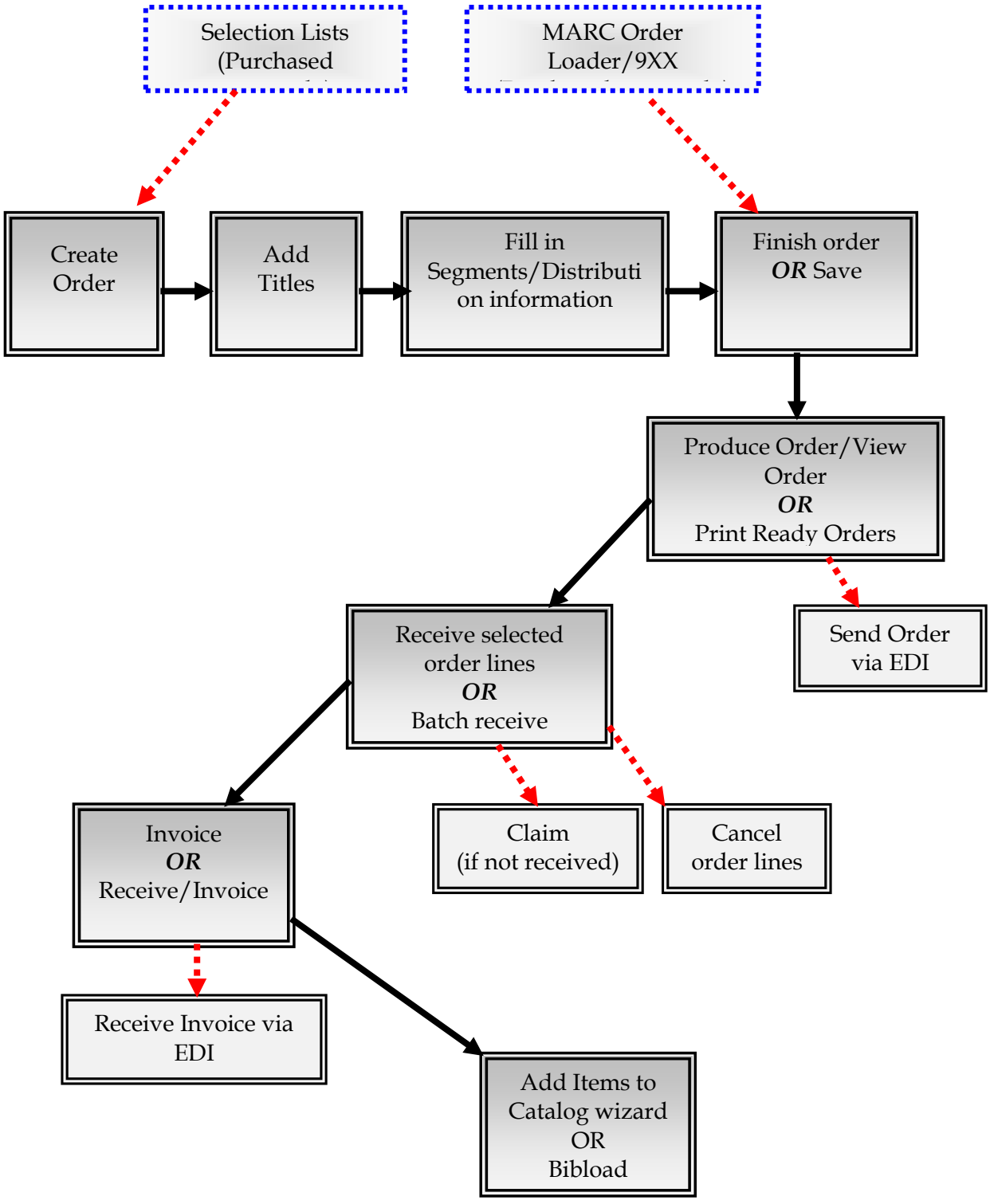
2. Receiving the titles ordered involves identifying which titles have been received from the vendor, how many, and setting the status of those titles as "RECEIVED".

3. Creating the item records for the titles ordered involves using the *Add Order Items to Catalog* wizard, the Load Bibliographic Records report, or manually creating the item record information through the cataloging module. Once the Date Loaded has been updated to a value other than NEVER, the status of the titles changes from "RECEIVED" to your library's home location, or, if configured, a current location of "Available Soon."

4. Invoicing the purchase order involves creating an electronic version of the paper invoice of the titles received from the vendor.

5. Paying the invoice involves creating an electronic payment receipt so that the amount invoiced is expended against your library's budget.

Below is a diagram of the acquisitions workflow including how Selection Lists, MARC Order Loader (9XX), and EDI would fit into the acquisitions process:

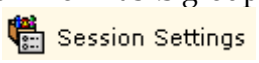

Selection Lists (Purchased
MARC Order Loader/9XX
Create Order
Add Titles
Fill in Segments/Distribution information
Finish order *OR* Save
Produce Order/View Order *OR* Print Ready Orders
Send Order via EDI
Receive selected order lines *OR* Batch receive
Claim (if not received)
Cancel order lines
Invoice *OR* Receive/Invoice
Receive Invoice via EDI
Add Items to Catalog wizard OR Bibload

Session Settings Wizard

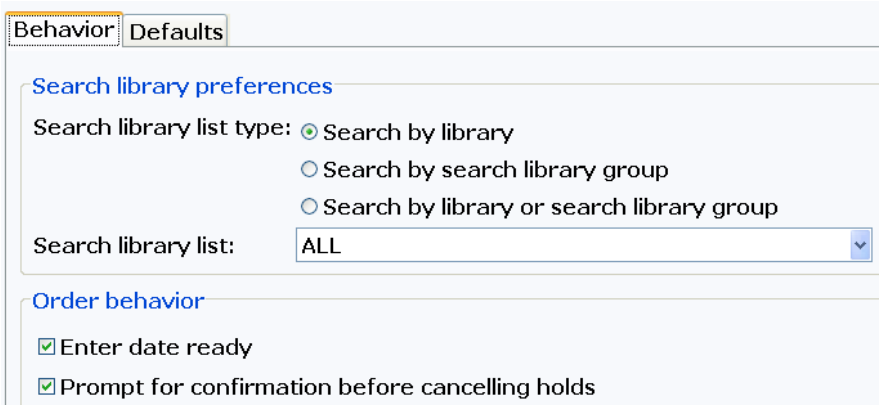
The *Session Settings* wizard sets specific property-type settings for a range of wizards during your Workflows session.

There are three values you want to set to get started with the acquisitions process: Maintenance Library, Display Library, and Fiscal Cycle. Other values can optionally be set at a later point.

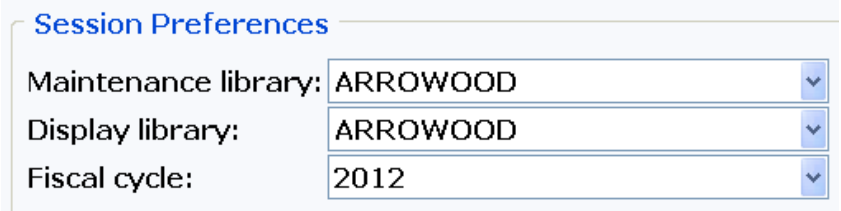
To change session settings:

1. Navigate to the Acquisitions toolbar.
2. In the Common Tasks group of wizards, click the *Session Settings* wizard. 

3. If the **Behavior** tab appears, make any necessary changes. For example, if you do not want to allow acquisitions staff to update the Date Ready for orders, unselect the box next to Enter Date Ready.



4. Click the **Defaults** tab.
5. Select your maintenance library from the Maintenance Library drop-down list. The maintenance library determines which libraries can modify certain acquisitions information (i.e. funds, vendors, purchase orders, invoices).
6. Select your display library from the Display Library drop-down list. The display library determines which libraries can view certain acquisitions information.
7. Enter the library's Fiscal cycle. The fiscal cycle is your library's current financial year.

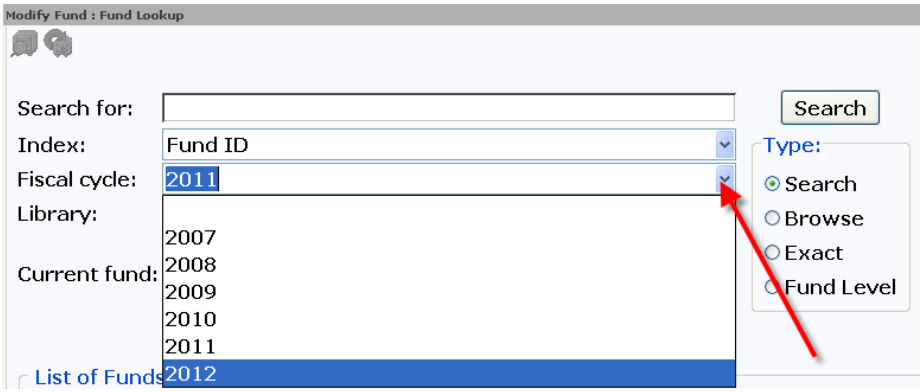


8. Click **OK**.

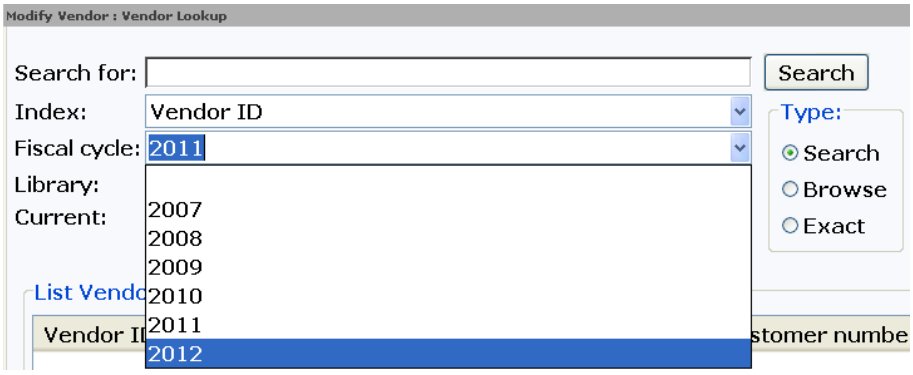
Working with Session Preferences

By choosing the fiscal cycle in the *Session Settings* wizard, you will be creating funds, vendors, orders, and invoices for that fiscal cycle. However, you can view or work with records from previous or future fiscal cycles by changing the Fiscal Cycle drop-down in the acquisitions wizards.

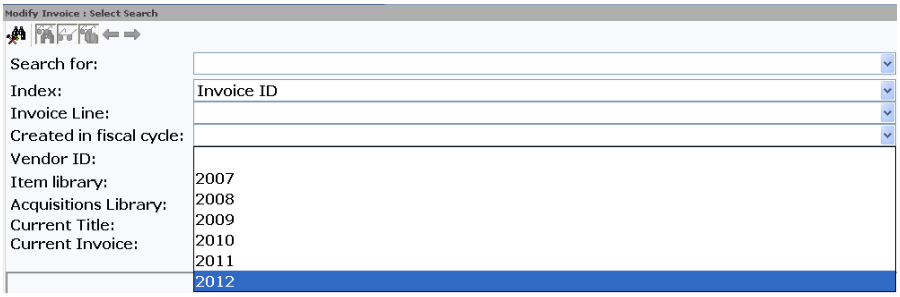
In the *Modify Fund* wizard, it defaults to the fiscal cycle determined by the session settings, but you can search previous fiscal cycles:



In the *Modify Vendor* wizard, it defaults to the fiscal cycle determined by the session settings, but you can search previous fiscal cycles



In the *Modify Invoice* wizard, it defaults to the fiscal cycle determined by the session settings, but you can search previous fiscal cycles



When you first start using the Acquisitions module in SirsiDynix Symphony, you type the fiscal cycle into the "Created in fiscal cycle" drop-down.

When one fiscal year ends and another begins, records from the fiscal cycle being closed will be duplicated to the new fiscal cycle by means of the rollover process. You will open the *Session Settings* wizard to start working with the new fiscal cycle created with the rollover process.

For further information about the rollover process, refer to the SirsiDynix Symphony Acquisitions Rollover training guide.

Working with Vendor Records

Setting up vendor records in the SirsiDynix Symphony system lets you maintain information about the retailers you contact and do business with when acquiring titles for your library. This section will detail how to create, modify, duplicate, review, and delete information on the vendors you work with when ordering materials for your library.

In this section you will learn to:

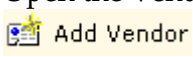
- Add vendor records.
- Modify vendor records.
- Duplicate vendor records.
- Review and display vendor records.
- Delete or deactivate vendor records.

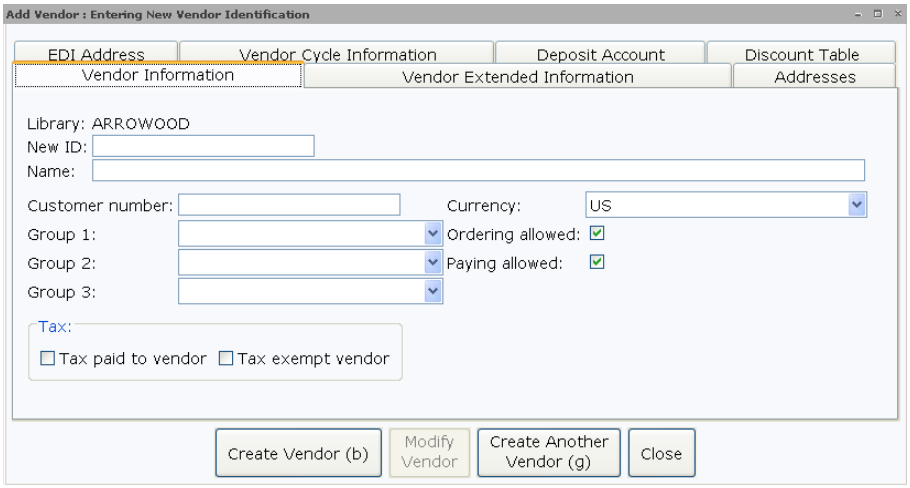
Adding a Vendor Record

The *Add Vendor* wizard lets you enter and track vendor information for those you will be purchasing titles from. There is no limit to the number of vendors that can be added to the system. If you have multiple customer accounts with a single vendor and are assigned different account numbers for each account, you may want to create a separate vendor record to represent each account.

To add a vendor record:

1. Open the Vendors group of wizards and click the *Add Vendor* wizard.





2. In the New ID field, type a new vendor ID (up to 20 characters). This is a required field.

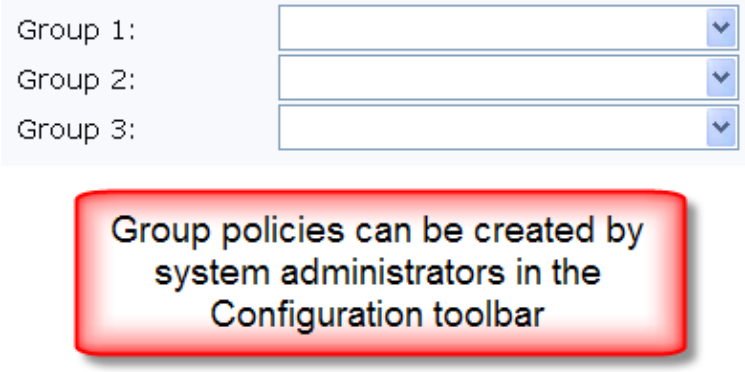
Vendor IDs must not contain spaces!

3. In the Name field, enter the vendor name (up to 70 characters). This field is optional.

4. In the Customer Number field, enter the account number that the vendor has assigned your library or library contract (up to 20 characters). This field is optional and searchable.

5. Enter the Currency of the vendor if it is different from your library's native currency.

6. Select policies from the Group drop-downs to further categorize this vendor. These groups provide optional information used for reporting and act like demographics.



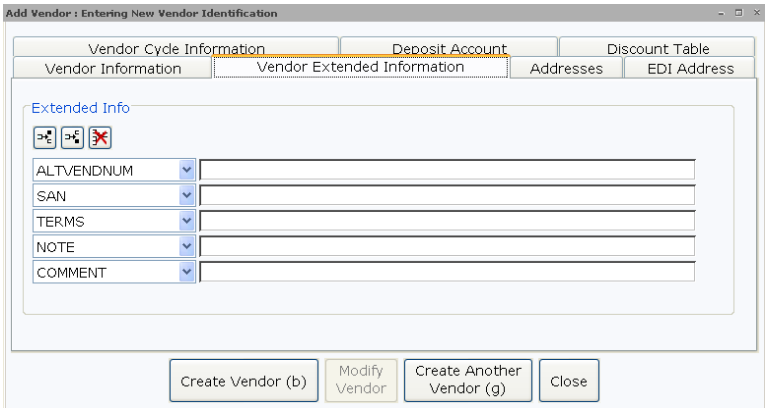
7. If taxes are to be included in invoice lines and paid directly to the vendor for ordered materials, check the box next to Tax paid to vendor.

8. If the vendor has tax exempt status for materials purchased from them, check the box next to Tax exempt vendor.

These check boxes display only if the Invoice Tax features are configured and if the policies within the *Global Configuration* wizard are set to display them.

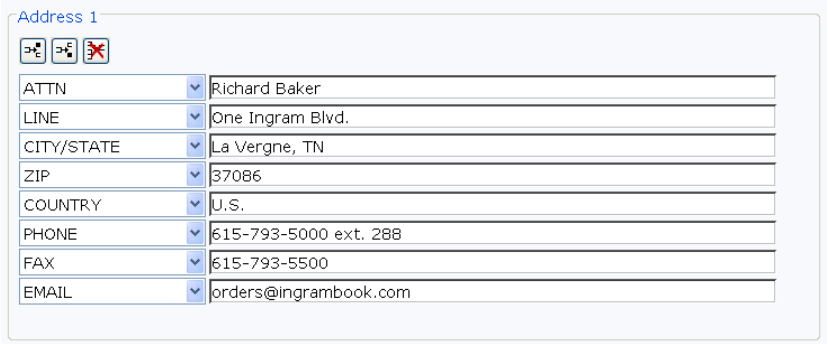
9. Click the **Vendor Extended Information** tab.

10. Enter any necessary notes or comments about this vendor.

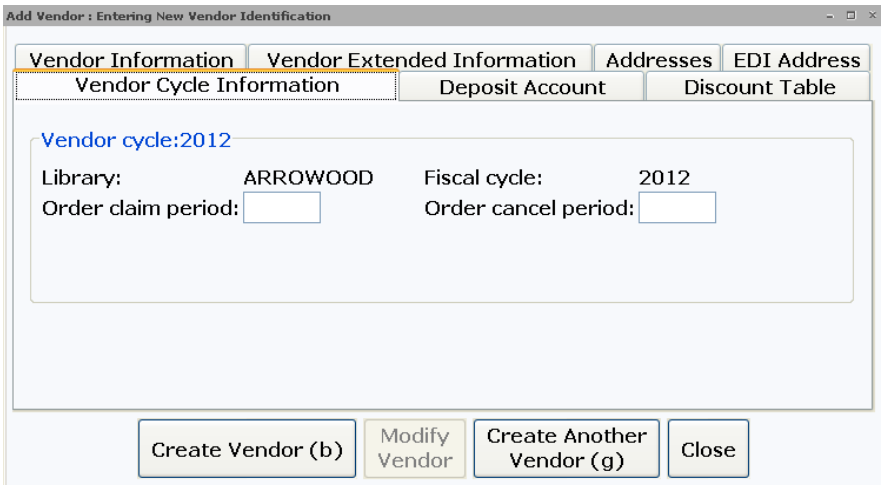


11. Click the **Addresses** tab.

12. Enter the vendor address information using the fields that are available. Three mailing addresses are available for separate ordering, service, and accounting vendor locations. The fields that display in this tab are established by system administrators in Vendor Configuration.



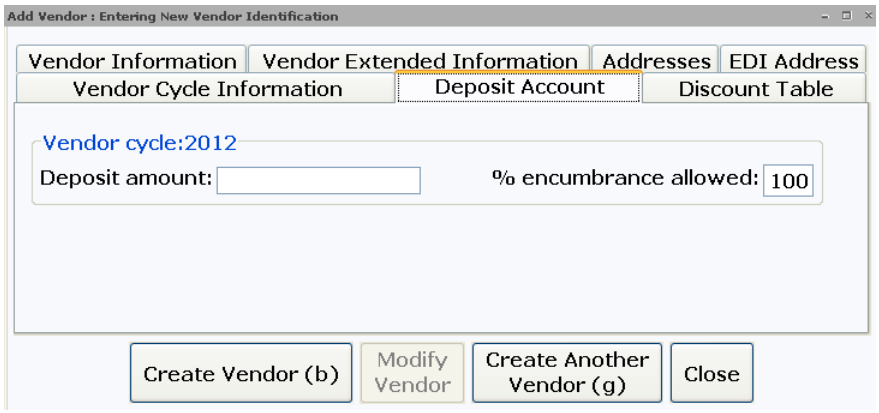
13. Click the **Vendor Cycle Information** tab.



14. In the Order claim period field, type the number of days from the date mailed that you want the system to wait before issuing item claims.

15. In the Order cancel period field, type the number of days from the date mailed that you want the system to wait before cancelling an order. This can also pertain to cancelling a partial order.

16. Click the **Deposit Account** tab.



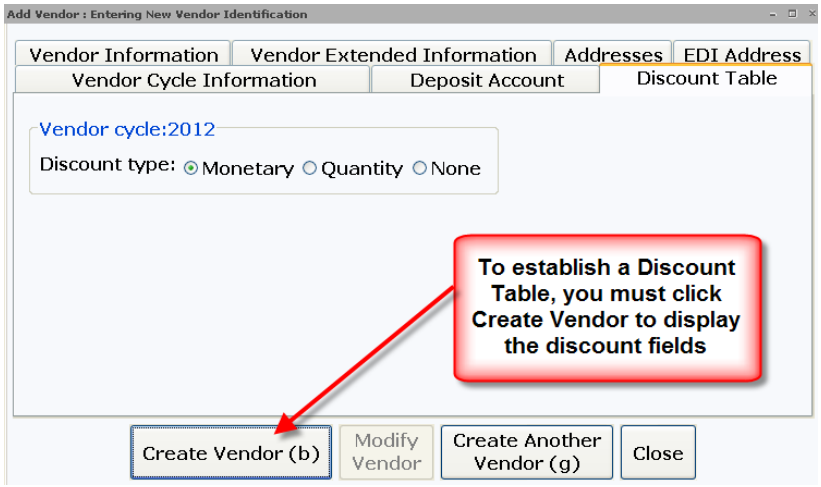
17. If your library has deposited funds with the vendor, enter the amount deposited in the Deposit amount field.

18. Enter the maximum percentage amount you want the system to encumber on an order before a warning message is displayed.

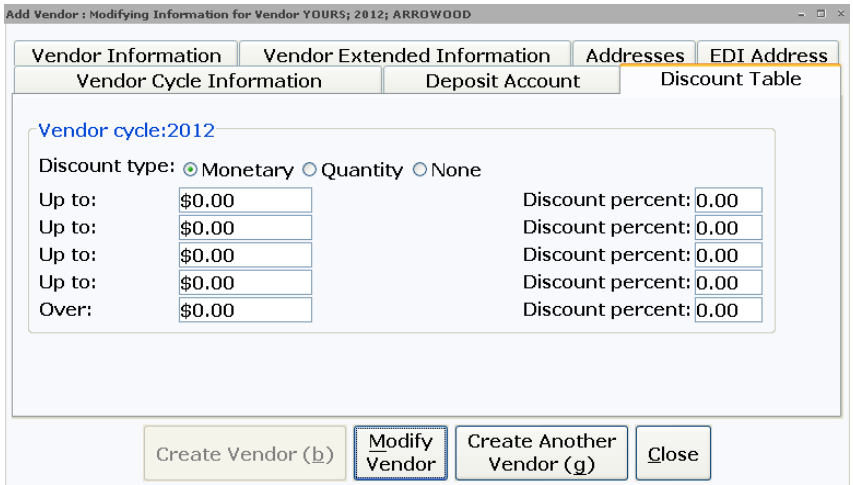
19. Click the **Discount Table** tab.

20. If your library receives discounts based on monetary or quantity amount, select the corresponding radio button. You must select one or the other, but cannot select both.

If you select Monetary or Quantity, you must click **Create Vendor** in order for the system to display the discount fields.



Here are the fields made available after selecting Monetary and clicking **Create Vendor**.



21. Click **Create Vendor** or if you created the vendor record to include a discount table, click **Modify Vendor**.

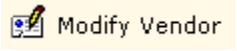
The **EDI Address** tab is used for libraries that have purchased the Electronic Data Interchange Module which allows them to communicate with vendors to transfer ordering, invoicing or subscription information between computers. To read more about EDI, refer to the WorkFlows online Help file "Getting Started with EDI."

Modifying a Vendor Record

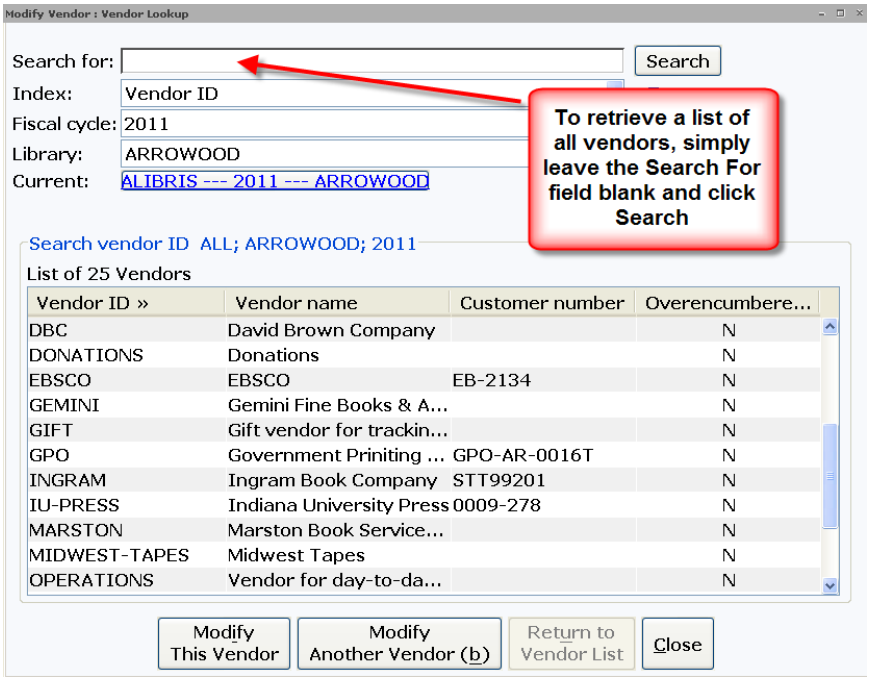
The *Modify Vendor* wizard lets you change or add information to the vendor record or vendor cycle record. You can only modify one vendor cycle record at a time. Therefore if you have multiple fiscal cycles attached to a vendor, you must search for the vendor in each fiscal cycle that you want to modify.

To modify a vendor record:

1. Within the Vendors group of wizards, click the *Modify Vendor* wizard.



2. Using the Index drop-down, select the index you want to use to search for the vendor, enter your information in the Search For field, and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all vendors for that fiscal cycle and library.)



3. If more than one record matches your search, double-click the vendor or highlight it and click **Modify This Vendor**.

4. Make any changes necessary in the available tabs and click **Modify This Vendor**.

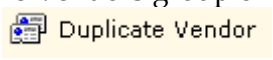
5. Once your changes have been made, select one of the following:

   - **Modify Another Vendor** to modify a different vendor or vendor cycle.
   - **Return to List** to return to the list of vendors.
   - **Close** to exit the wizard.

Duplicating a Vendor Record

The *Duplicate Vendor* wizard lets you copy existing vendor information into a new vendor record. Therefore, if you have multiple vendor accounts that require separate vendor records, this is a quick and easy way to duplicate core vendor information and not have to retype all of the same information.

To duplicate a vendor record:

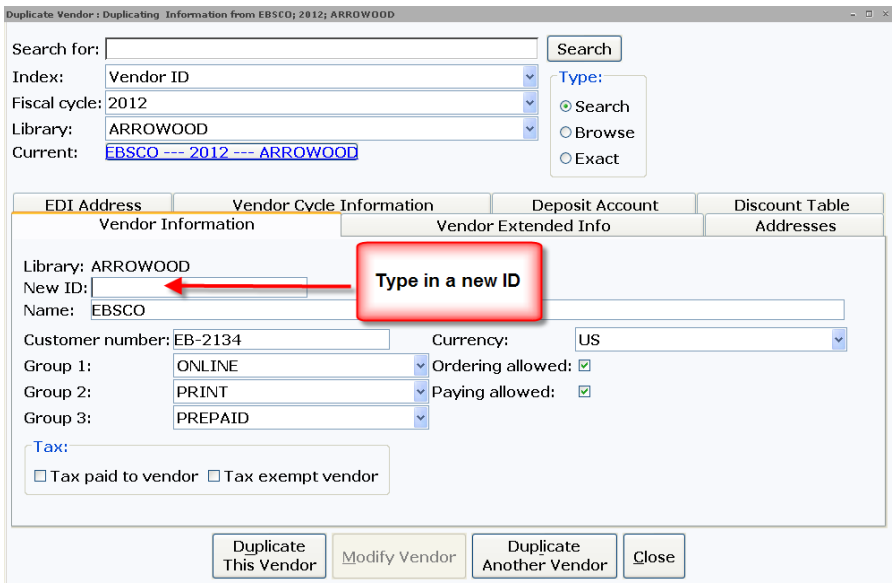
1. Within the Vendors group of wizards, click the *Duplicate Vendor* wizard. 

2. Using the Index drop-down, select the index you want to use to search for the vendor, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all vendors for that fiscal cycle and library.)

3. If more than one record matches your search, double-click the vendor or highlight it and click **Duplicate This Vendor**.

4. In the New ID field, type in a new vendor ID (up to 20 characters. This is a required field.

Vendor IDs must not contain spaces!



5. In the Name field, change the Vendor Name.

6. Make any necessary changes in the available tabs.

This wizard duplicates basic vendor information, addresses, and extended information; however, vendor cycle information is not duplicated, even though you have searched by vendor cycle.

7. Click **Duplicate This Vendor**.

8. Click **Duplicate Another Vendor** if you want to create another vendor from an existing vendor record or click **Close** to exit the wizard.

Reviewing and Displaying Vendor Information

Vendor information can be viewed in the following wizards:

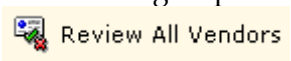
- Review All Vendors
- Display Vendor (All Cycles)
- Display Vendor (Specific Cycle)

When reviewing or displaying vendor record information, the data cannot be edited. You can, however, see financial, averages, and quantity data in various formats.

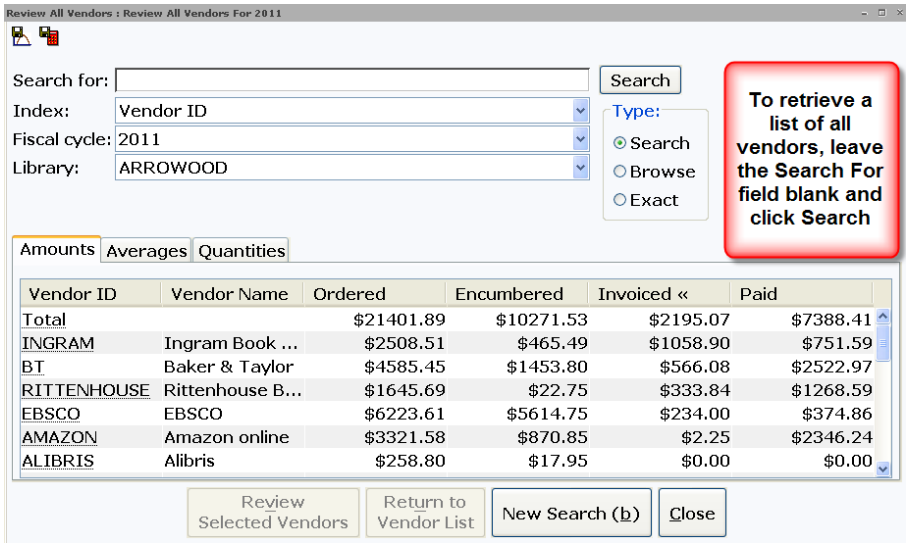
Reviewing All Vendors Wizard

The *Review All Vendors* wizard lets you review amounts, averages, and quantities of orders associated with a specific vendor within a fiscal cycle. The information you review can also be output into a file on your workstation using specific helpers available in the *Review All Vendors* wizard.

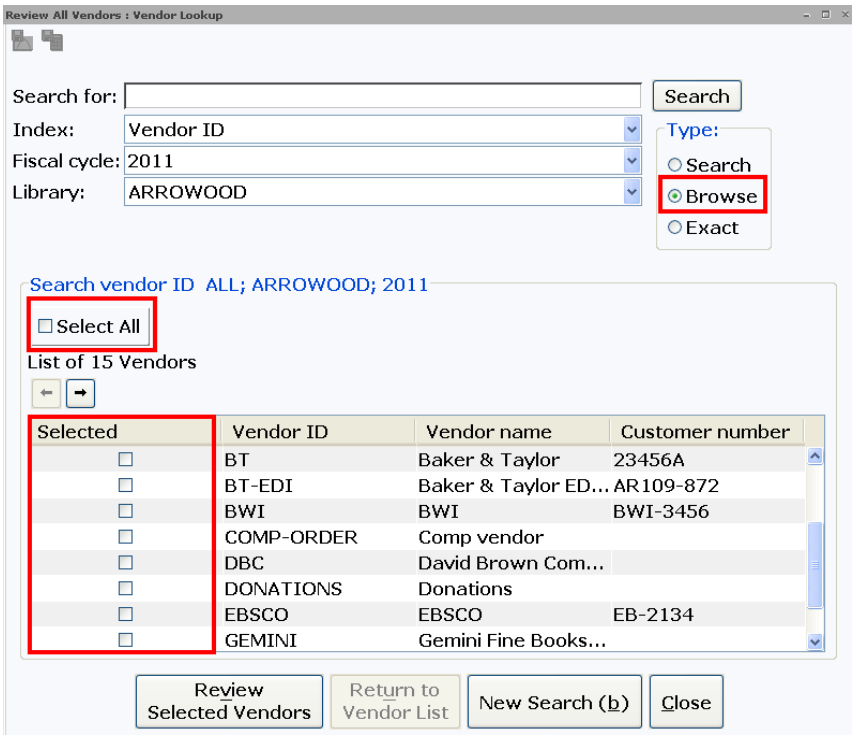
To review vendor records:

1. Within the Vendors group of wizards, click the *Review All Vendors* wizard. 

2. Using the Index drop-down, select the index you want to use to search for the vendor, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all vendors for that fiscal cycle and library.)



3. To review all selected vendors, select the Browse search type, leave the Search For field blank, and click **Search**.



4. Click the Select All check box or select the boxes next to the vendors you want to review.

5. Click **Review Selected Vendors**.

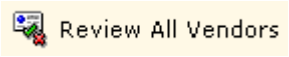
6. Once you have reviewed the vendor information, choose one of the following:

   - **Return to Vendor List**, if displayed, to return to the list of searched vendors.
   - **New Search** to start a new vendor search.
   - **Close** to exit the wizard.

Review All Vendors Helpers

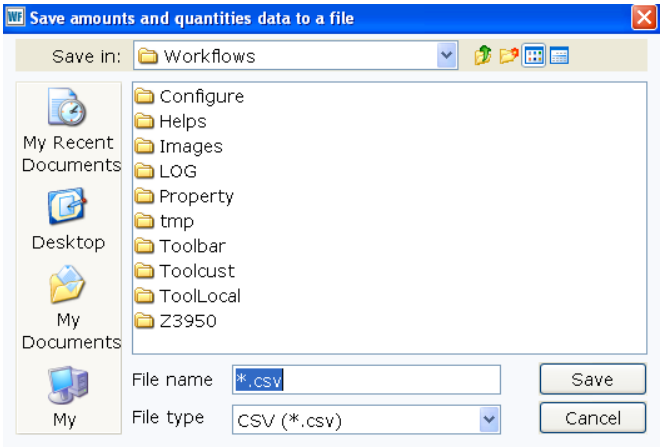
When working with the *Review All Vendors* wizard, the *Save Averages Data to a File* and *Save Amounts and Quantities Data to a File* helpers may be available for you to save specific vendor information to a file on your workstation.

To save vendor information to a file:

1. Click the *Review all Vendors* wizard and search for the vendor(s) you want to review. 

2. At the top of the window, click the *Save Averages Data to File* helper or the *Save Amounts and Quantities Data to File* helper.

3. Both helpers output the data in a comma-delimited format and save the data to a file with a *.csv* extension, which can be viewed using a spreadsheet application.

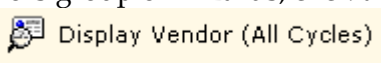


- The *Save Averages Data to a File* helper outputs order, discount, paid price, and days to receive averages associated with a specific vendor.
- The *Save Amounts and Quantities Date to a File* helper outputs order, received, paid, claimed, canceled, and invoice related amount and quantities associated with a specific vendor.

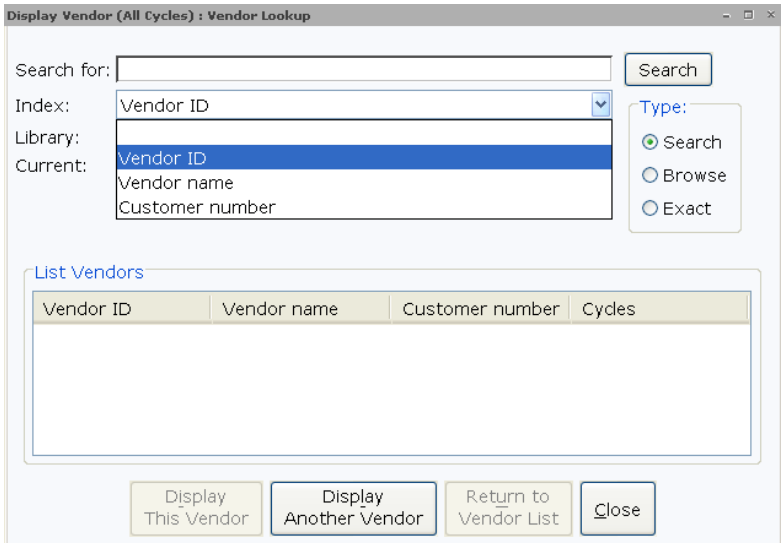
Displaying All Cycles of a Vendor

The *Display Vendor (All Cycles)* wizard lets you display a summary of a single vendor record, summarize and total all cycles of a single vendor, and display a brief summary of multiple vendor records.

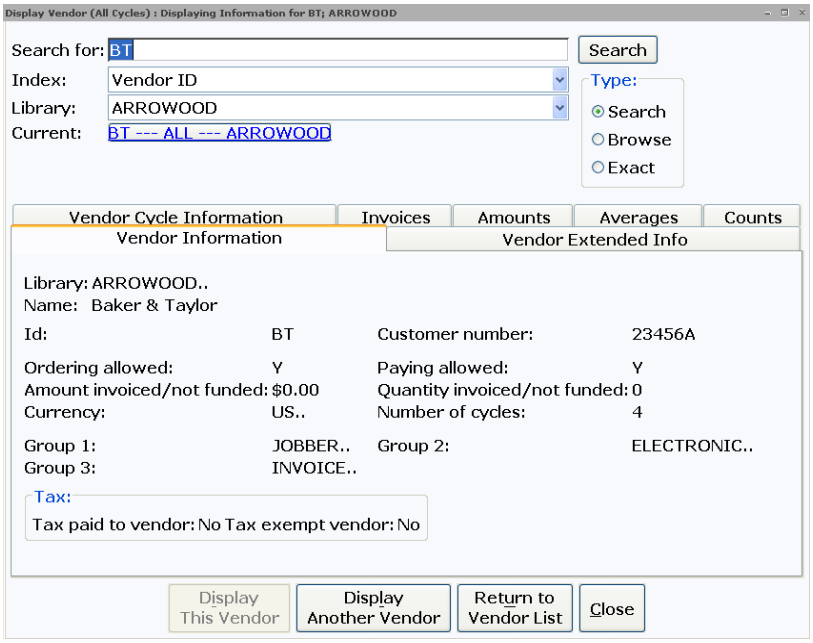
To see all cycles of a vendor record:

1. Within the Vendors group of wizards, click the *Display Vendor (All Cycles)* wizard. 

2. Using the Index , select the index you want to use to search for the vendor, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all vendors for that fiscal cycle and library.)



3. If more than one record matches your search, double-click the vendor or highlight it and click **Display This Vendor**.



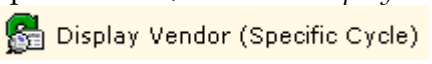
4. After viewing the vendor record information, choose one of the following:

   - **Display Another Vendor** to search another vendor.
   - **Return to Vendor List** to return to the list of searched vendors.
   - **Close** to exit the wizard.

Displaying a Specific Cycle of a Vendor

The *Display Vendor (Specific Cycle)* wizard lets you display all vendor record information including orders and linked serial control records for a selected vendor in a specified fiscal cycle.

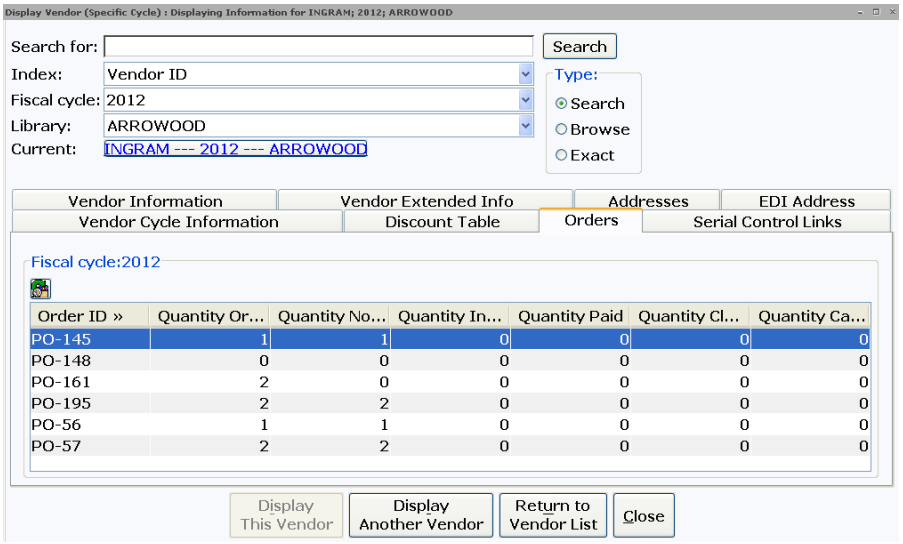
To display a specific cycle of a vendor:

1. Within the Vendors group of wizards, click the *Display Vendor (Specific Cycles)* wizard. 

2. Using the Index drop-down, select the index you want to use to search for the vendor, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all vendors for that fiscal cycle and library.)

3. If more than one record matches your search, double-click the vendor or highlight it and click **Display This Vendor**.

4. To see orders associated with this vendor for the displayed fiscal cycle, click the **Orders** tab.



5. After viewing the vendor record information, choose one of the following:

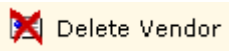
   - **Display Another Vendor** to search another vendor.
   - **Return to Vendor List** to return to the list of searched vendors.
   - **Close** to exit the wizard.

Deleting a Vendor Record

The *Delete Vendor* wizard lets you remove a single vendor cycle from an existing vendor record or remove a vendor record and all vendor cycles. In most cases the *Delete Vendor* wizard is used to remove vendors that were added to the system but have never been used or vendors that have not been used for an extended period of time and the library has no intention of using that vendor in the future.

To delete a vendor record:

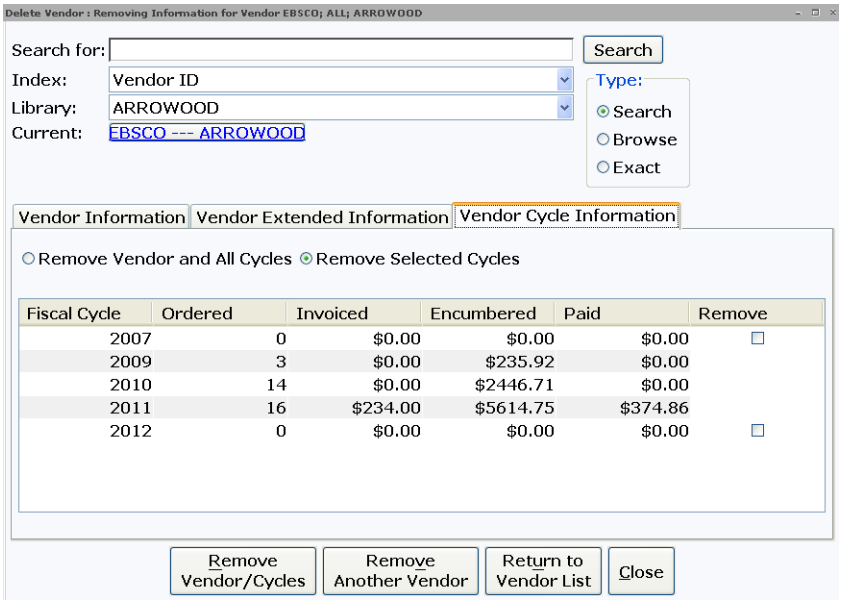
1. Within the Vendors group of wizards, click the *Delete Vendor* wizard.



2. Using the Index drop-down, select the index you want to use to search for the vendor, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all vendors for that fiscal cycle and library.)

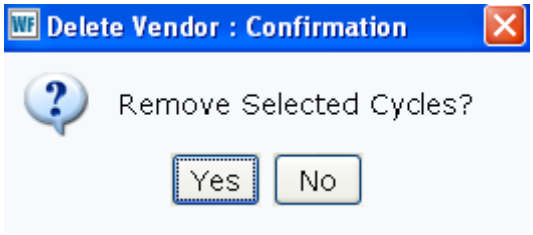
3. If more than one record matches your search, double-click the vendor or highlight it and click **Remove Vendor/Cycles**.

4. Select the Remove Vendor and All Cycles radio button to remove the fund and all of the vendor cycles. Or select the Remove Selected Cycles radio button and click in the box the vendor cycles to remove.



Only fiscal cycles eligible for removal display a Remove check box. Vendors attached to orders and/or invoices are ineligible for removal even if the status of the order is "complete." To delete vendors that are attached to orders or invoices, you must first delete the order(s) and/or invoice(s), then you may proceed in deleting the vendor.

5. Click **Remove Vendor/Cycles**.



6. Click **Yes**.

7. Click **OK**.

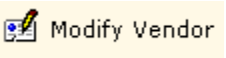
8. Click **Remove Another Fund** to remove another fund or click **Close** to exit the wizard.

Deactivating a Vendor Record

If the vendor record or cycle is ineligible for deletion, or you simply do not want to delete the vendor record, a second option is to deactivate the record. Deactivating a vendor record turns off the paying allowed and ordering allowed options in the record so that vendor cannot be used to order (encumber) or pay (expend) against.

To deactivate a vendor record:

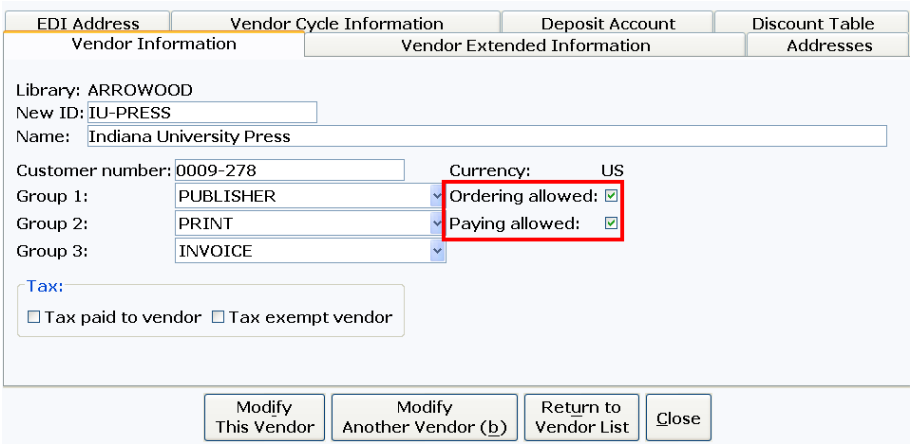
1. Within the Vendors group of wizards, click the *Modify Vendor* wizard.



2. Using the Index drop-down, select the index you want to use to search for the vendor, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all vendors for that fiscal cycle and library.)

3. If more than one record matches your search, double-click the vendor or highlight it and click **Modify This Vendor**.

4. In the **Vendor Information** tab, unselect the Ordering Allowed and Paying Allowed check boxes.



5. Click **Modify This Vendor**.

6. Click **Close**.

If you try to use a deactivated vendor on an order or invoice, the system will display an error message indicating the vendor record is blocked.

Working with Fund Records

Setting up fund records in SirsiDynix Symphony allows you to maintain information about the budget amounts allocated to your library. Once funds are set up you can track your library's spending daily, monthly, quarterly or annually. This section will detail how to create, modify, transfer amounts, duplicate, display, and delete funds.

In this section you will learn to:

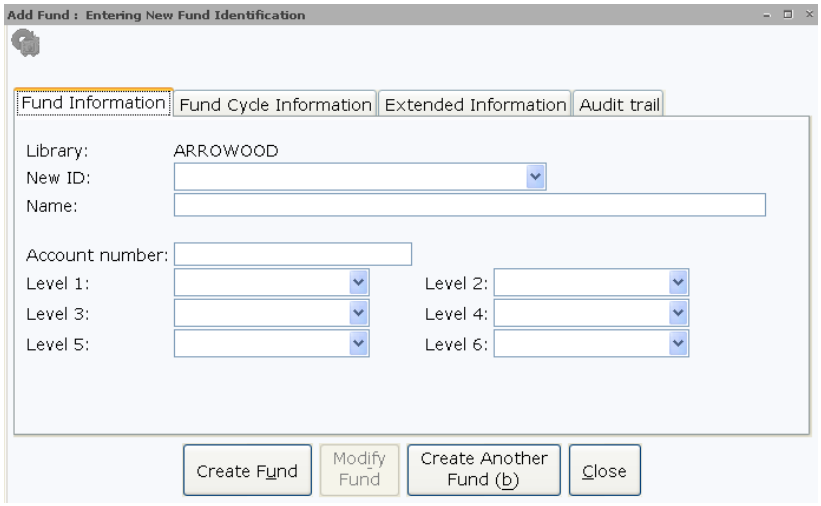
- Add fund records.
- Modify funds and fund budget amounts.
- Transfer budgeted amounts.
- Duplicate funds.
- Review and display funds.
- Delete and deactivate funds.

Adding a Fund Record

The *Add Fund* wizard lets you enter and track amounts designated for purchasing certain materials in your library. The fund ID, fund name, and fund levels let you specifically identify what materials the fund will be used to purchase.

To add a fund record:

1. In the Acquisitions toolbar, open the Funds group of wizards and click the *Add Fund* wizard.



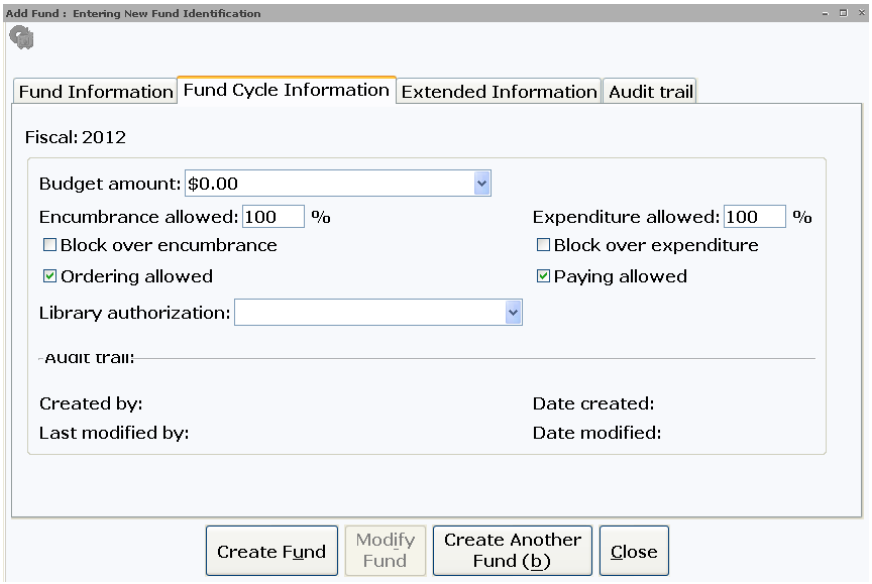
2. In the New ID field, type a new fund ID (up to 20 characters) or select AUTO from the drop-down list. This is a required field.

3. In the Name field, enter the fund name (up to 70 characters). This field is optional.

4. If your library divides its funds numerically, enter the number (up to 20 characters) in the Account Number field. This field allows alpha or numeric characters. This field is optional.

5. In the six Fund Level drop-downs, select a policy name to use for grouping and totaling your library's funds. Fund levels help track spending and can be used when reporting. You are not required to use any or all fund levels. Fund levels are optional and are established in Acquisition Configuration policies.

6. Click the **Fund Cycle Information** tab.

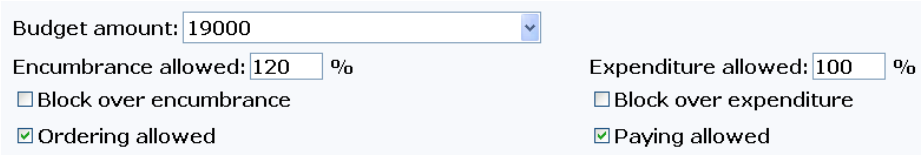


7. Enter the amount budgeted for this fund in the Budget Amount field. You can enter a specific dollar amount from 0 to 2,000,000,000 or select NO LIMIT from the drop-down if you do not know the amount at this time. If you select NO LIMIT as the budgeted amount, the system ignores settings related to encumbrance and expenditure.

In the case of a gift fund, NO LIMIT would be an appropriate selection for Budget Amount.

8. Enter an Encumbrance Allowed percentage to receive an over encumbered warning when the budgeted amount has reached the encumbered limit on an order. This number can exceed 100.

9. Enter an Expenditure Allowed percentage to receive an over expended warning when the budgeted amount has reached the expended limit on an invoice. This number can exceed 100.



10. Select a Library Authorization policy from the drop-down if you want to restrict the usage of this fund on an order to a specific holding code library. The library selected in the Library Authorization policy will have to match the library indicated in the holding code selected on a purchase order.

11. Click the **Extended Information** tab and enter any Notes or Comments about this fund.

12. Click **Create Fund**.

13. Click **OK**.

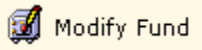
14. Click **Create Another Fund** to create another fund or click **Close** to exit the wizard.

Modifying Fund Records

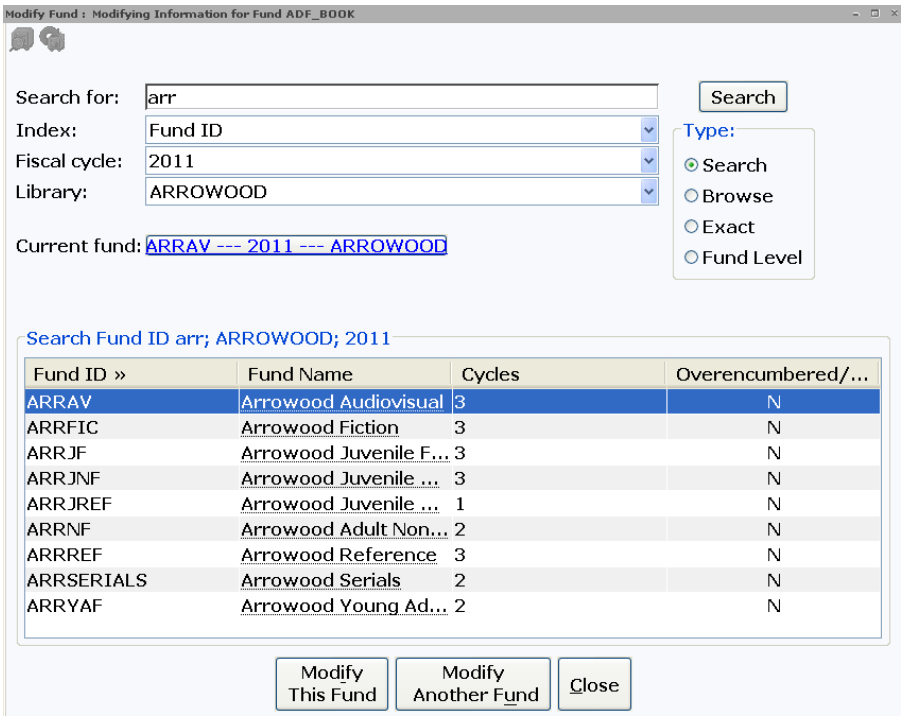
The *Modify Fund* wizard allows you to update existing fund information on the **Fund Information**, **Fund Cycle Information**, and **Extended Information** tabs of the fund record. Depending on your properties for the *Modify Fund* wizard, you may not be able to change the budget amount. You will need to use the *Modify Fund Budget* wizard to change the amount budgeted to the fund.

To modify a fund record:

1. Within the Funds group of wizards, click the *Modify Fund* wizard.

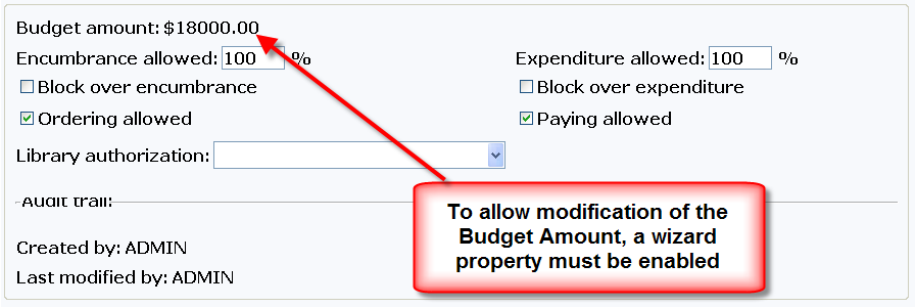


2. Using the Index drop-down, select the index you want to use to search for the fund, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all funds for the selected fiscal cycle and library.)



3. If more than one record matches your search, double-click the vendor or highlight it and click **Modify This Fund**.

4. Modify the information in the **Fund Information**, **Fund Cycle Information**, and/or **Extended Information** tabs and click **Modify This Fund**.



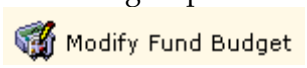
5. Click **OK**.

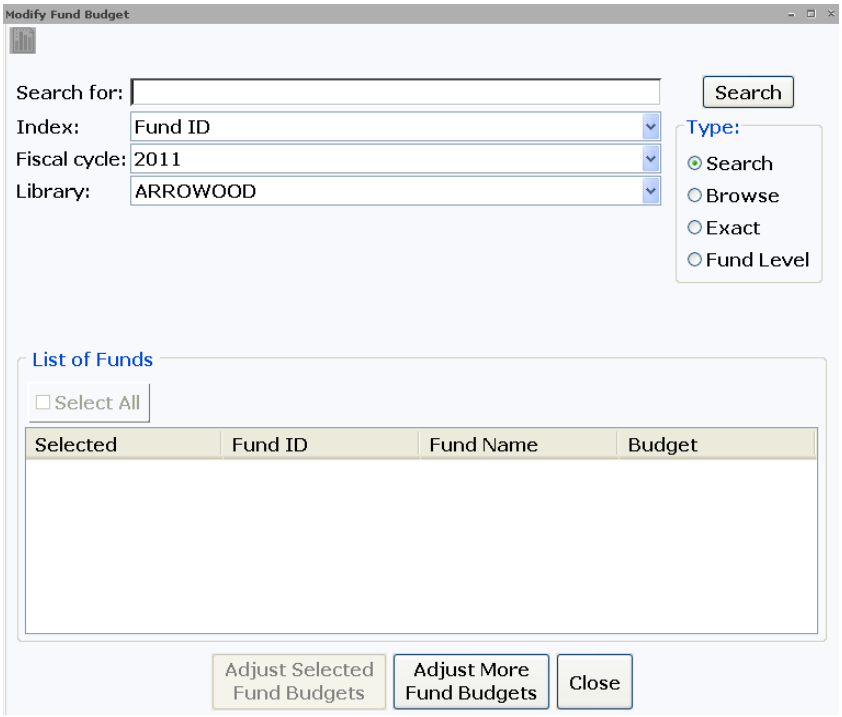
6. Click **Modify Another Fund** to modify another fund or click **Close** to exit the wizard.

Modifying Fund Budgets

The *Modify Fund Budget* wizard allows you to adjust one or more fund cycle budgets. You can increase, decrease, or replace current budgeted amounts for selected funds.

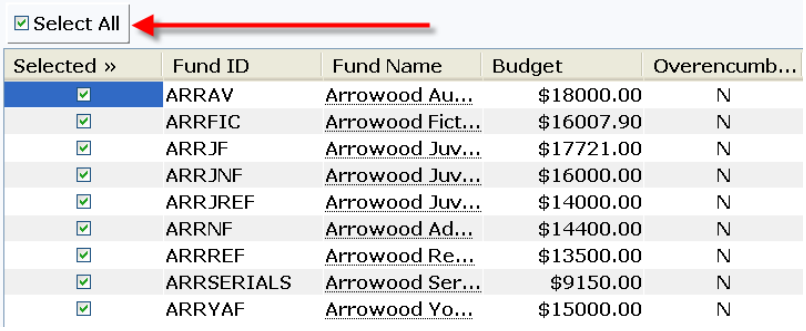
To modify fund budgets:

1. Within the Funds group of wizards, click the *Modify Fund Budget* wizard. 



2. Using the Index drop-down, select the index you want to use to search for the fund(s), enter your information in the Search For field, and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all funds for the selected fiscal cycle and library.)

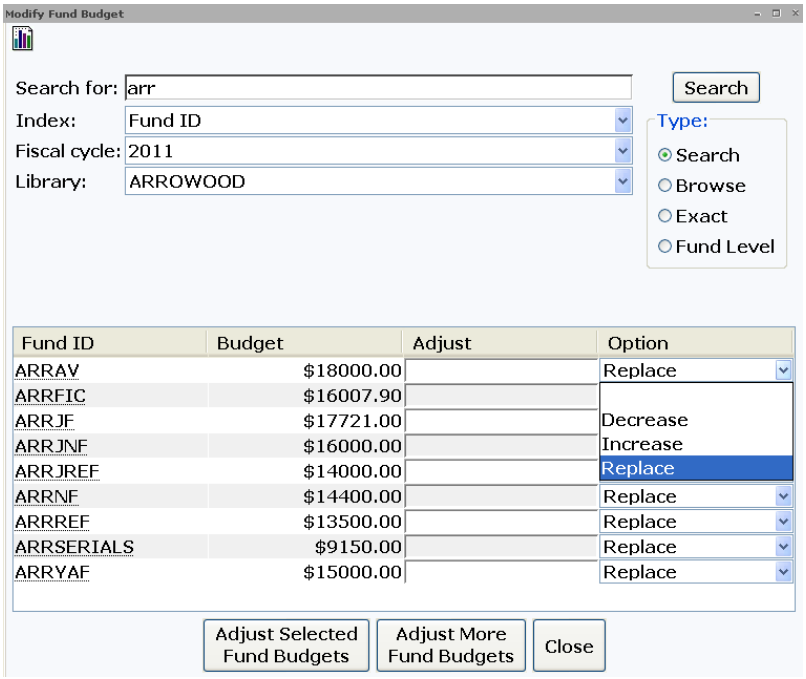
3. If more than one record matches your search, select the Select All box or select the check boxes next to individual funds you want to modify.



4. Click **Adjust Selected Fund Budgets**.

5. In the Adjust fields, type a new amount, and select the appropriate Option from the drop-down list. Below are the available options:

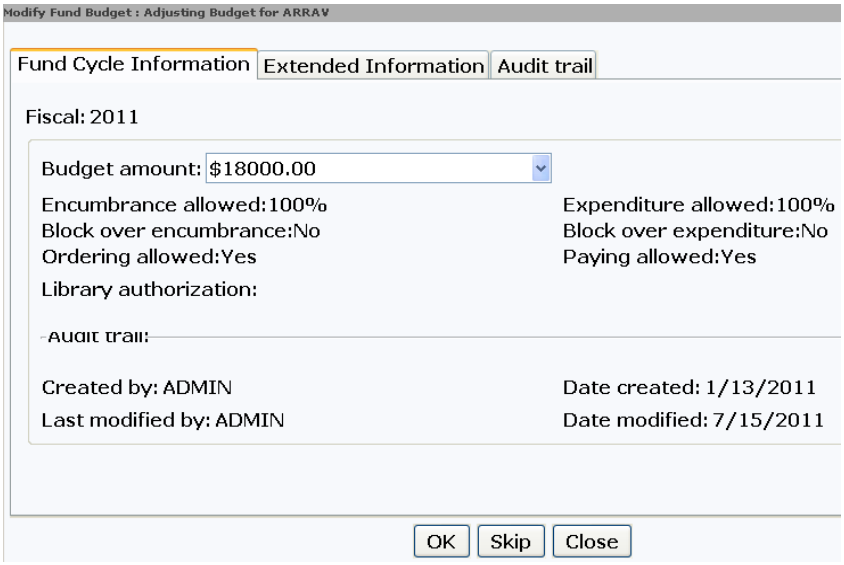
   - Select Decrease to subtract the new value from the current budget amount.
   - Select Increase to add the new value to the current budget amount.
   - Select Replace to substitute the current budget amount with the new value.



To adjust funds by percentage or to adjust multiple funds with an equal amount, such adding $1000.00 to 20 different funds, click

the *Global Adjustments* helper.

6. Click **Adjust Selected Fund Budgets**. If the "When Adjusting Budgets, Review Individually" option is turned on in the Properties, the following window will appear:



7. Review each adjusted fund individually.

   - Click **OK** to approve the adjustment.
   - Click **Skip** to undo the adjustment and retain the originally budgeted amount.
   - Click **Close** to skip the remaining budgets (no modifications will be made to the remaining budgets) to be reviewed.

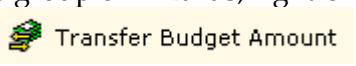
8. Click **OK**.

9. Click **Close**.

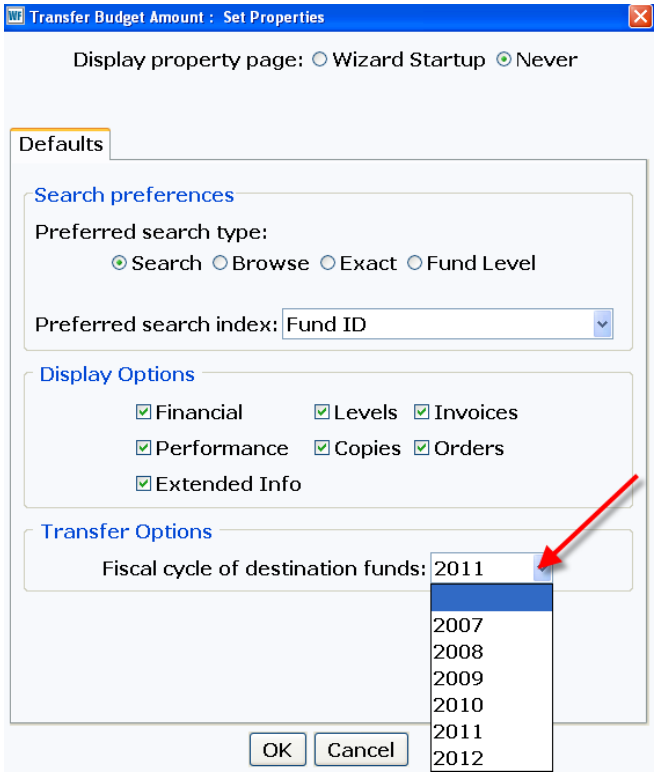
Transferring Budget Amounts

The *Transfer Budget Amount* wizard lets you transfer amounts from one source fund to up to ten destination funds in one transaction. The system will maintain an audit trail of the transactions under the **Audit Trail** tab of the source fund if the Audit Trail policy is selected to display audit trail information in the in the *Global Configuration* wizard.

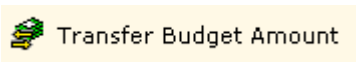
To transfer budget amounts:

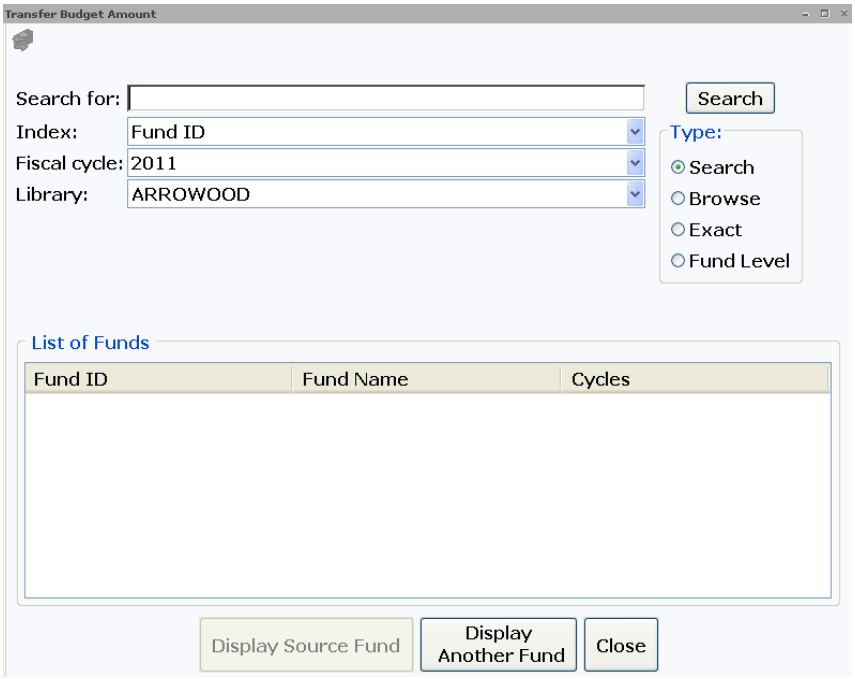
1. Within the Funds group of wizards, right-click the *Transfer Budget Amount* wizard. 

2. In the **Defaults** tab, using the Fiscal cycle of Destination Funds drop-down, select the current fiscal cycle.



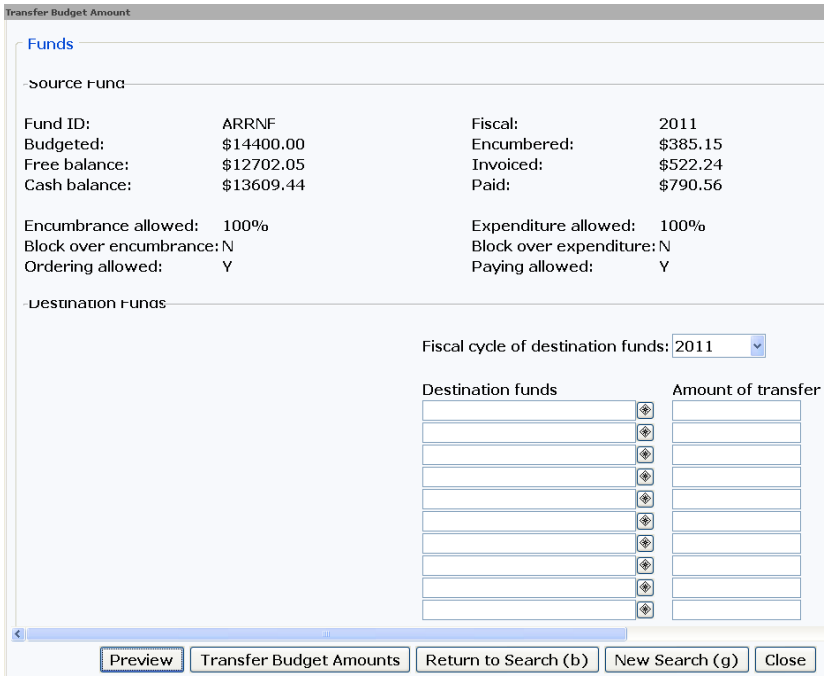
3. Click **OK**.

4. Click the *Transfer Budget Amounts* wizard. 



5. Using the Index drop-down, select the index you want to use to search for the fund, enter your information in the Search For field, and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all funds for the selected fiscal cycle and library.)

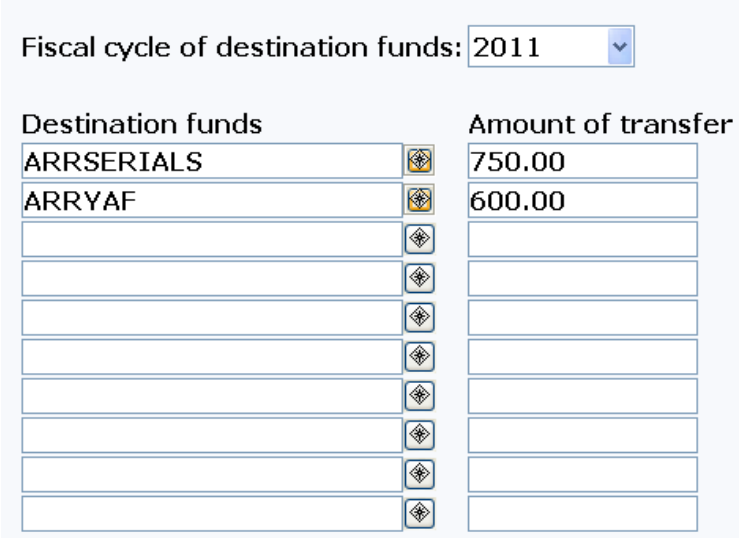
6. If more than one record matches your search, double-click the vendor or highlight it and click **Display Source Fund**.



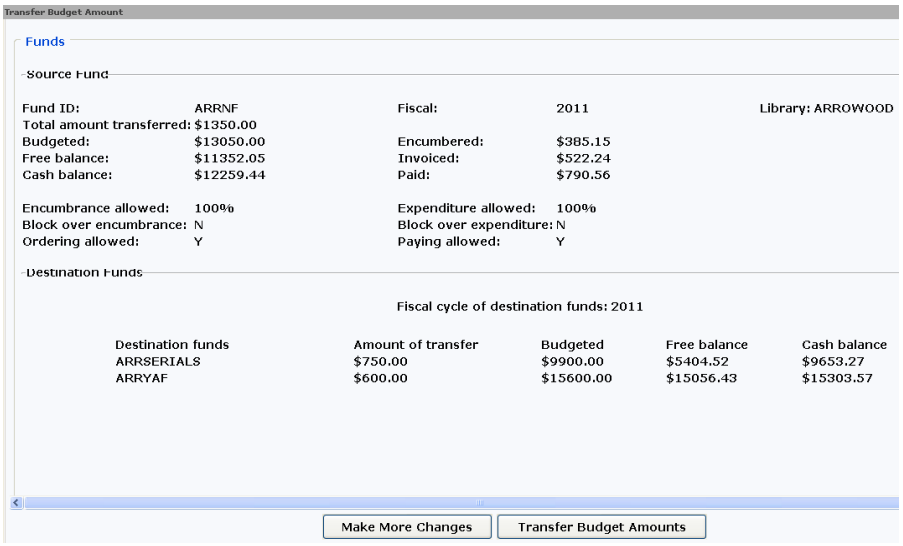
7. Verify the source fund information at the top of the window.

8. Using the *Destination Funds* gadget, select the funds to which you are transferring an amount. You may also type the Fund IDs directly into the field.

9. In the Amount of Transfer fields, enter the dollar amount you want to transfer to this fund.

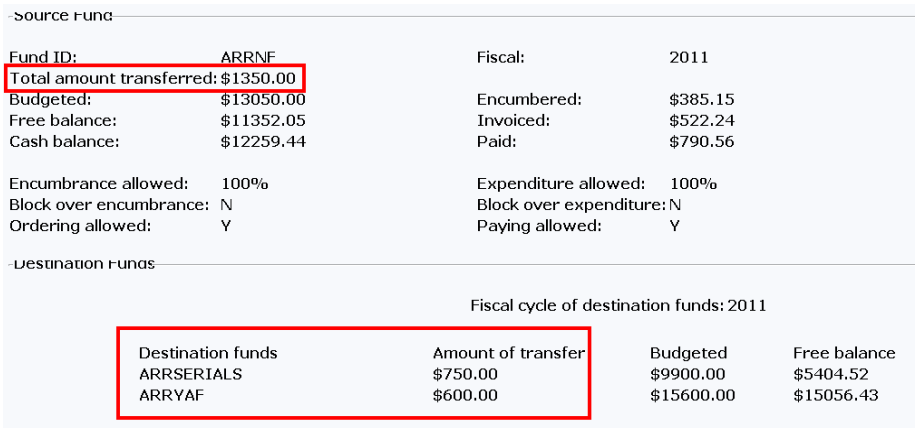


10. Click **Preview** to review the transaction before it is complete.



From the preview window you can click **Make More Changes** to modify the transaction if necessary.

11. Click **Transfer Budget Amounts** to complete the transaction.



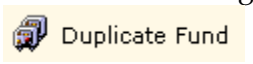
12. Click **Close**.

Duplicating Fund Records

The *Duplicate Fund* wizard lets you duplicate existing funds. When duplicating a fund, all of the information in the existing fund is copied into the new fund record.

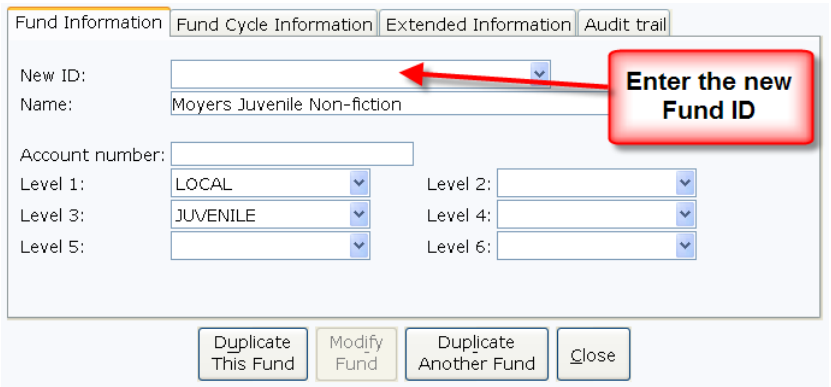
To duplicate a fund record:

1. Within the Funds group of wizards, click the *Duplicate Fund* wizard.



2. Using the Index drop-down, select the index you want to use to search for the fund, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all funds for the selected fiscal cycle and library.)

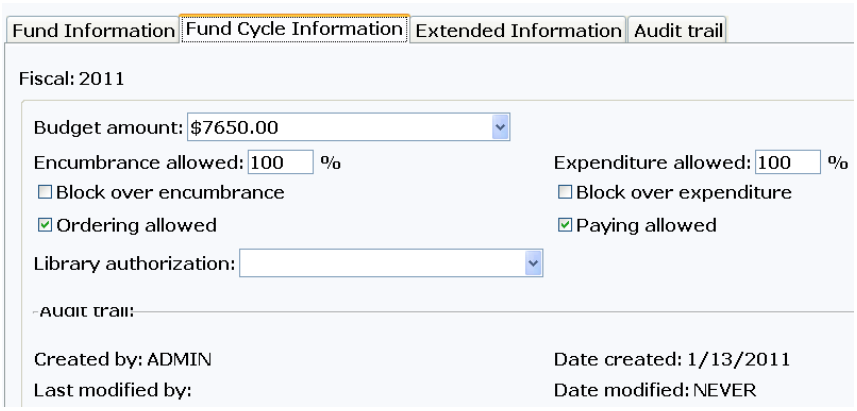
3. If more than one record matches your search, double-click the vendor or highlight it and click **Duplicate This Fund**.



4. In the New ID field, type in a new fund ID (up to 20 characters), or select AUTO from the drop-down list. This is a required field.

5. In the Name field, enter the fund name (up to 70 characters). This field is optional.

6. Modify the remaining information as needed, including the Budget Amount in the **Fiscal Cycle Information** tab.



7. Click **Duplicate This Fund**.

8. Click **OK**.

9. Click **Duplicate Another Fund** to duplicate another fund or click **Close** to exit the wizard.

Reviewing and Displaying Funds

Fund information can be viewed in the following wizards:

- Review All Funds
- Review Available Funds
- Display Fund (All Cycles)
- Display Fund (Specific Cycles)

When reviewing or displaying fund record information, the data cannot be edited. You can, however, see financial, performance, and copy information in various formats.

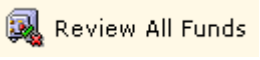
Reviewing All Funds

The *Review All Funds* wizard lets you get summary information on all or selected funds in your system. When using this wizard you can get financial, performance, copies, and fund levels summary information.

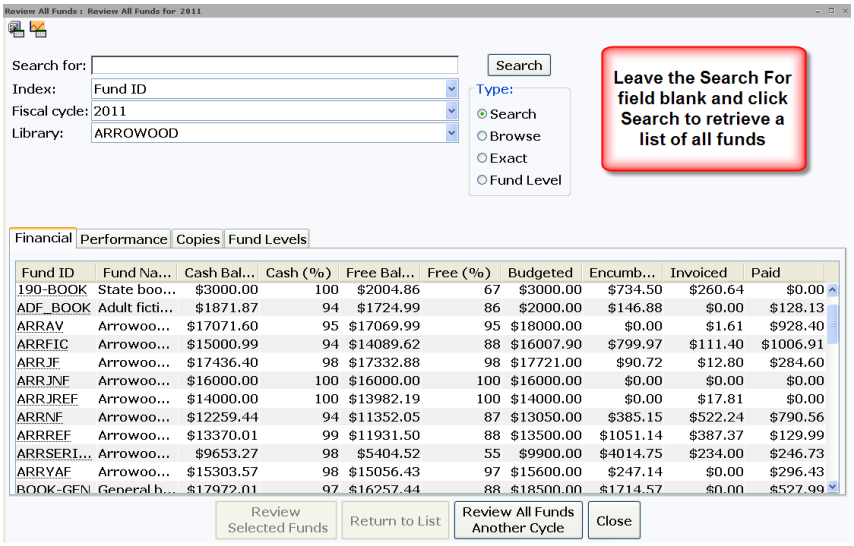
The information you review can also be output into a file on your workstation using specific helpers available in the *Review All Funds* wizard.

To review all or select funds:

1. Within the Funds group of wizards, click the *Review All Funds* wizard.



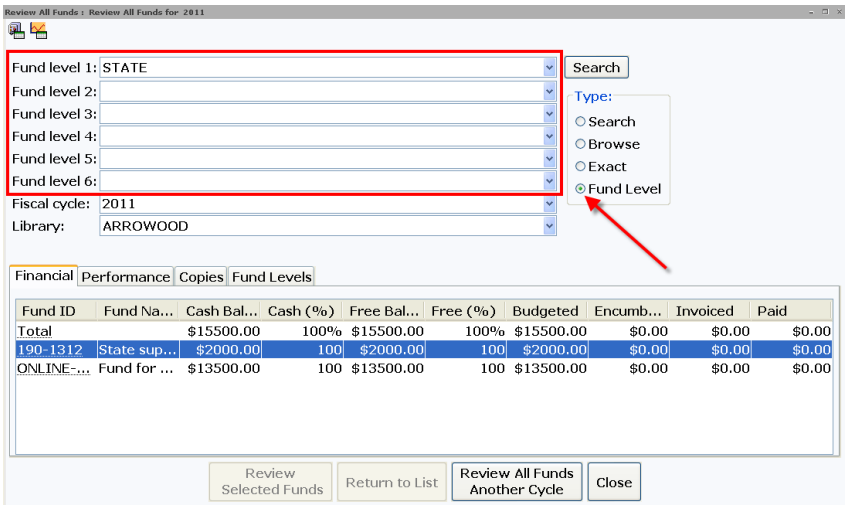
2. Using the Index drop-down, select the index you want to use to search for the fund(s), enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all funds for the selected fiscal cycle and library.)



Information about the selected funds, such as the cash and free balances, the number of copies invoiced or not received, or the average paid price and average discount, is displayed on the various tabs. If multiple funds are selected, a list of qualifying funds displays.

3. To search for funds within a certain Fund Level, select Fund Level for the Type of search and using the drop-down fields, select one or more fund levels.

4. Click **Search**.



5. When you have finished viewing the information, click **Close** to exit the wizard.

Review All Funds Helper

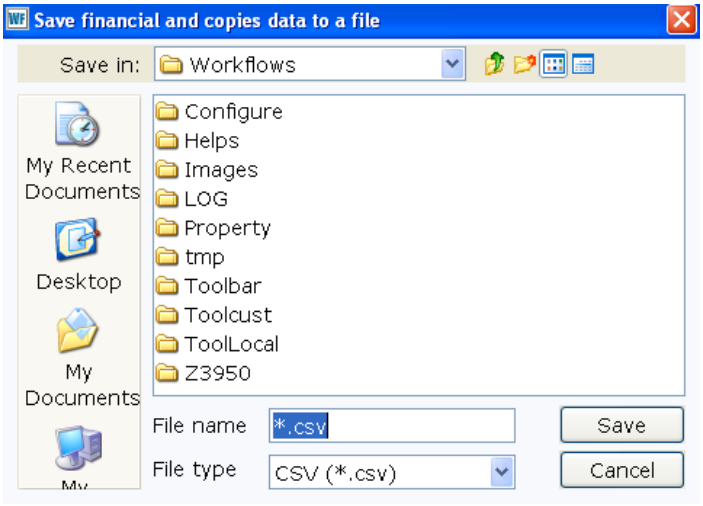
When using the *Review All Funds* wizard, the *Save Financial and Copies Data to a File* and the *Save Performance Data to a File* helpers may be available for you to save specific fund information to a file on your workstation.

To save fund information to a file:

1. Click the *Review all Funds* wizard and search for the fund(s) you want to review.

2. At the top of the window, click the *Save Financial and Copies Data to File* helper or the *Save Performance Data to File* helper.

   Both helpers output the data in a comma-delimited format and save the data to a file with a *.csv* extension, which can be viewed using a spreadsheet application.



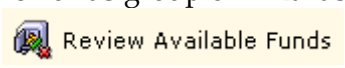
- The *Save Financial and Copies Data to a File* helper outputs the financial and item data such as the Fund ID, Fund Name, Cash Balance, Free Balance, Budgeted Amount, Encumbered Amount, Invoiced Amounts, Paid Amounts, Quantity Ordered, Quantity Invoiced, Quantity Paid, and Quantity not Received.
- The *Save Performance Date to a File* helper outputs performance data such as Fund ID, Fund Name, Average Price Paid, Average Order Price, Average Discount, and Fund Levels.

To understand how cash balance and free balance are calculated, see the glossary at the end of this training guide.

Reviewing Available Funds

The *Review Available Funds* wizard allows you to review multiple funds within a fiscal cycle with a free balance greater than $0.00. The system displays the free balance amount and the free balance percentage.

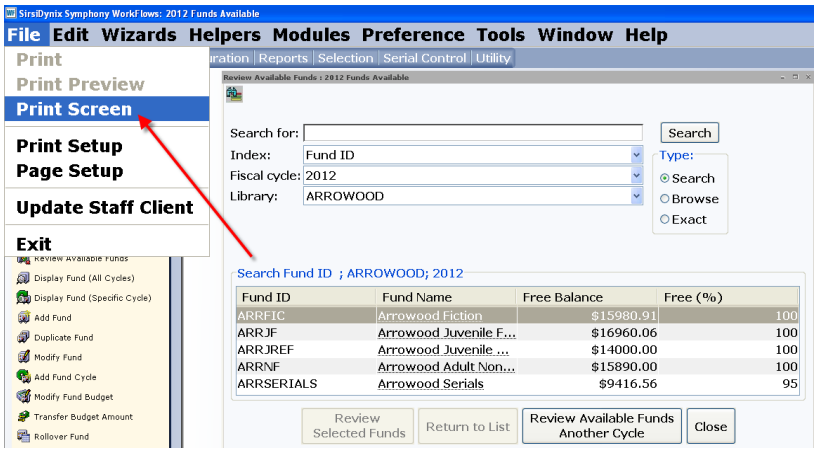
To review available funds:

1. Within the Funds group of wizards, click the *Review Available Funds* wizard. 

2. Using the Index drop-down, select the index you want to use to search for the fund(s), enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all funds for the selected fiscal cycle and library.)

3. When you have finished viewing the funds, click **Close**.

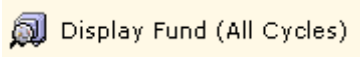
There is no "save to file" option for this wizard. The information displayed by this wizard can be obtained and printed using the List Fund report or the List Fund Cycles report. You can also select Print Screen under the File option in the WorkFlows menu to print the information provided on the screen.



Displaying All Cycles of a Fund

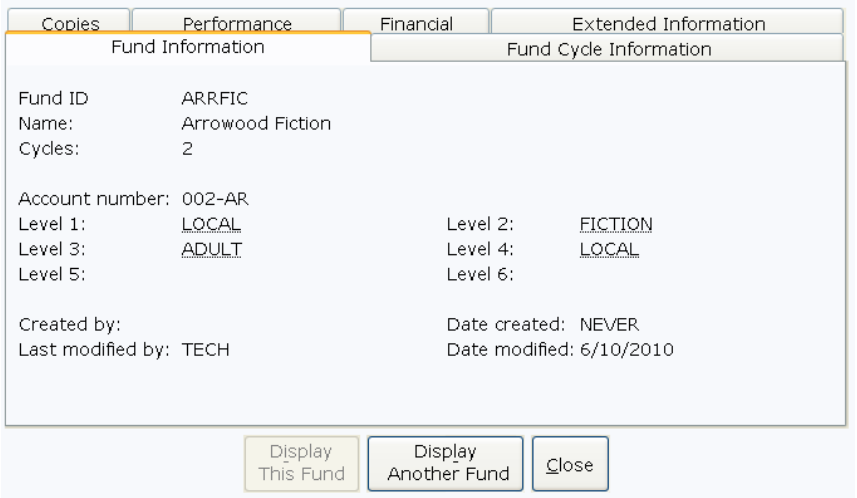
The *Display Fund (All Cycles)* wizard lets you display information for all fiscal cycles of an individual fund. You can see specific performance, financial, copies, and extended information for all cycles of the selected fund.

To display all cycles of a fund:

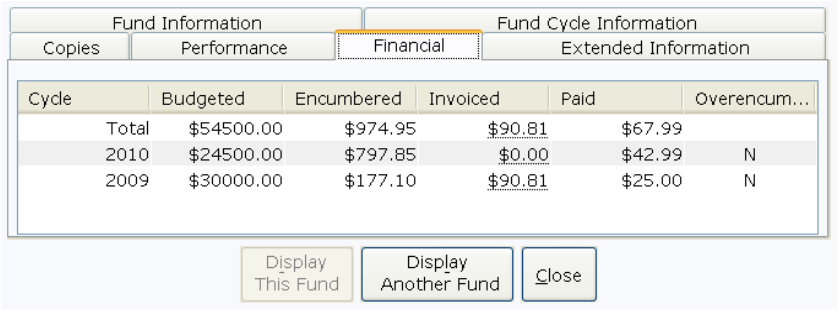
1. Within the Funds group of wizards, click the *Display Funds (All Cycles)* wizard. 

2. Using the Index drop-down, select the index you want to use to search for the fund, enter your information in the Search For field, and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all funds for the selected fiscal cycle and library.)

3. If you receive a list of funds, double-click the fund or highlight it and click **Display This Fund**.



4. To see how much money has been budgeted, encumbered, invoiced, and paid with the fund, click the **Financial** tab.



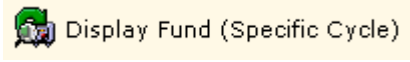
5. Use the other tabs to view additional information.

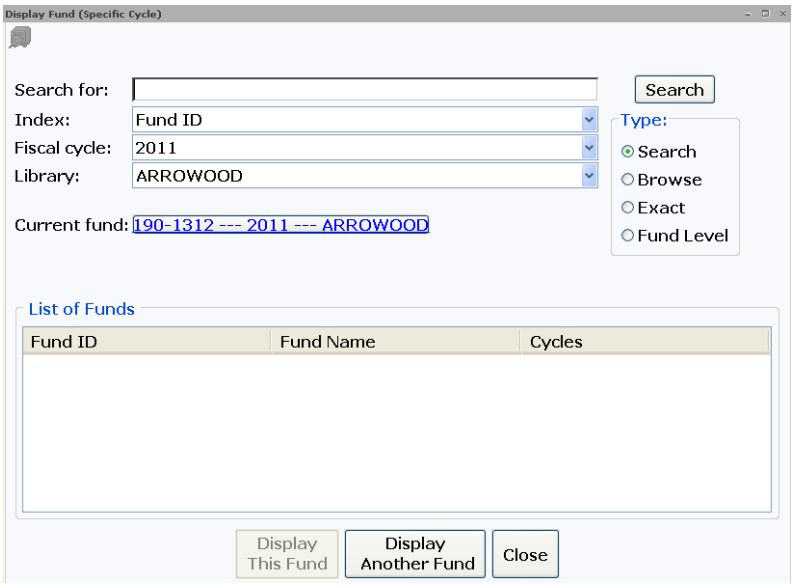
6. Click **Close**.

Displaying a Specific Cycle of a Fund

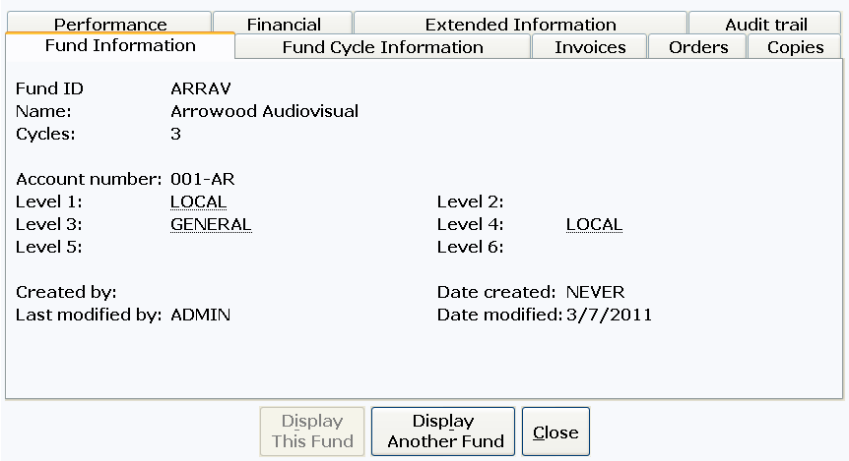
The *Display Fund (Specific Cycle)* wizard lets you display information for a specific fiscal cycle of a fund. In addition to fund performance, financial, and copies information, detailed order and invoice information is also available.

To display a specific cycle of a fund:

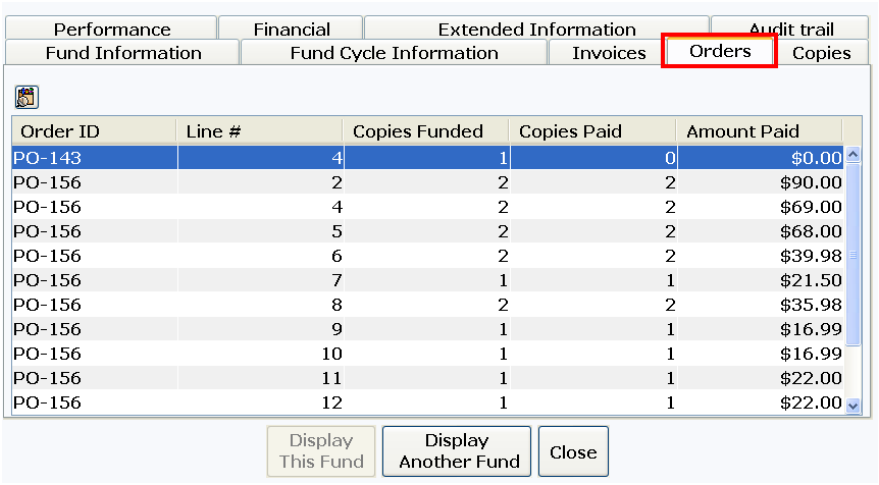
1. Within the Funds group of wizards, click the *Display Fund (Specific Cycle)* wizard. 



2. Using the Index drop-down, select the index you want to use to search for the fund, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all funds for the selected fiscal cycle and library.)



3. To see orders associated with this fund for the displayed fiscal cycle, click the **Orders** tab.



4. Select the appropriate tab for any other information you want to view.

5. Click **Display Another Fund** to view another fund or click **Close** to exit the wizard.

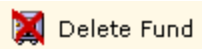
If you have selected the Display Archived Entry Field in the Audit Trail Tab in the *Session Settings* wizard, information that use to display in the **Extended Info** tab will display here.

Deleting a Fund Record

The *Delete Fund* wizard lets you remove an entire fund or a specific fund cycle from your system. You can only remove fund cycles that do not have associated orders or invoices.

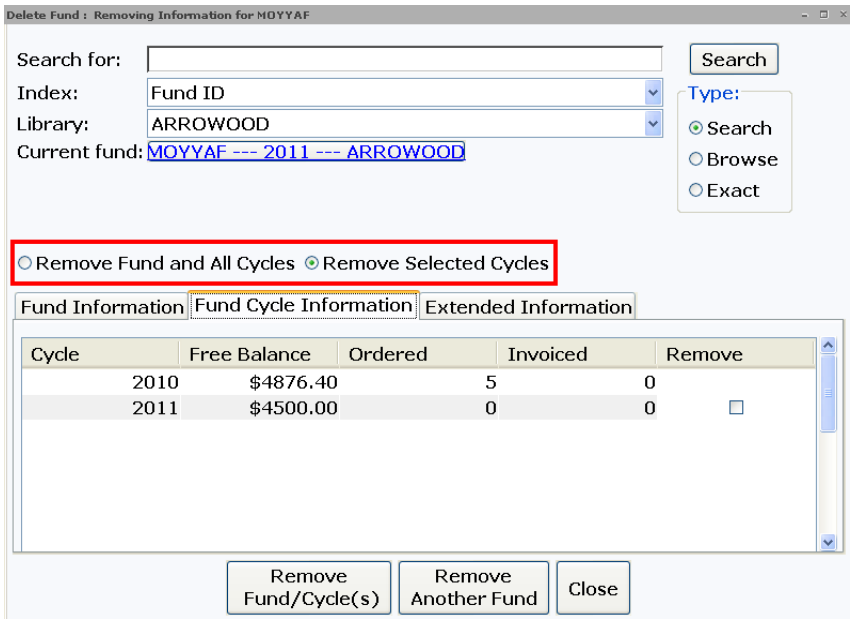
To delete a fund record:

1. Within the Funds group of wizards, click the *Delete Fund* wizard.



2. Using the Index drop-down, select the index you want to use to search for the fund, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all funds for the selected fiscal cycle and library.)

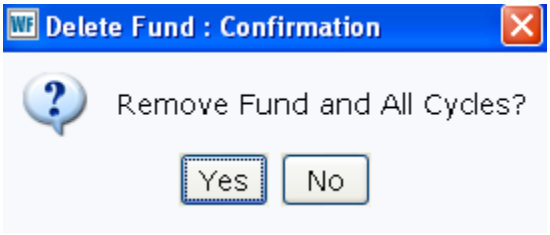
3. If you receive a list of funds, double-click the fund or highlight it and click **Remove Fund/Cycle(s)**.



4. Select the Remove Fund and All Cycles radio button to remove the fund and all of the fund cycles. Or select the Remove Selected Cycles radio button and click in the box the fund cycles to remove.

Funds and/or fund cycles cannot be removed if there are orders or invoices attached. You must remove all orders and invoices before removing the fund or fund cycle.

5. Click **Remove Fund/Cycle(s)**.



6. Click **Yes**.

7. Click **OK**.

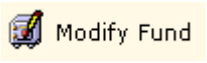
8. Click **Remove Another Fund** to remove another fund or click **Close** to exit the wizard.

Deactivating a Fund

If your fund is ineligible for deletion or you simply do not want to delete the fund, a second option is to deactivate it. Deactivating a fund turns off the paying allowed and ordering allowed options in the fund record so that fund cannot be used to order (encumber) or pay (expend) against.

To deactivate a fund record:

1. Within the Funds group of wizards, click the *Modify Fund* wizard.

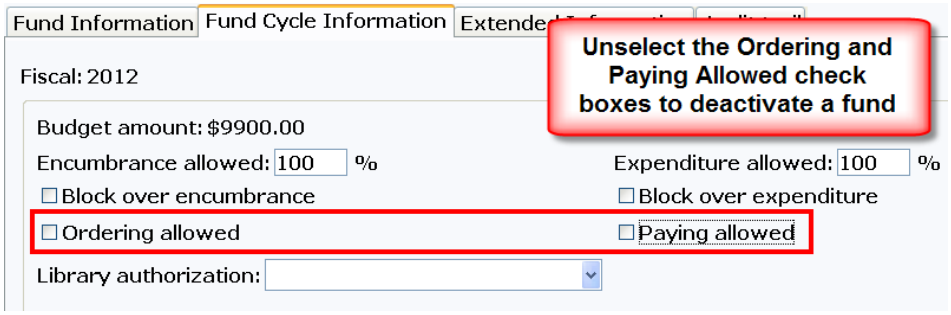


2. Using the Index drop-down, select the index you want to use to search for the fund, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all funds for the selected fiscal cycle and library.)

3. If more than one record matches your search, double-click the vendor or highlight it and click **Modify This Fund**.

4. Click the **Fund Cycle Information** tab.

5. Uncheck the Ordering Allowed and Paying Allowed boxes.



6. Click **Modify This Fund**.

7. Click **OK**.

8. Click **Close**.

If you try to use a deactivated fund on an order or invoice, the system will display an error message indicating the fund cycle is blocked.

To edit fund cycle information in batch, use the Manage Fund Cycle Records report in the Acquisitions group of reports.

Creating and Working with Orders

Orders in SirsiDynix Symphony can represent non-catalog materials such as library supplies or services as well as materials intended for the collection. Sometimes libraries may act as a middleman for agencies, departments, or users. Staff may place personal or external agency orders either by linking the order to a catalog record or by typing a description of the item inside the order record.

Order records can be created in the following ways:

- Manually using wizards in the Acquisitions toolbar
- Using selection lists created in the Selection toolbar
- Through reports such as the Load Bibs for Selection and the Load Flat Selection Records report
- Through reports such as the Load Bibs with Order Info and the Load Flat Order Records report

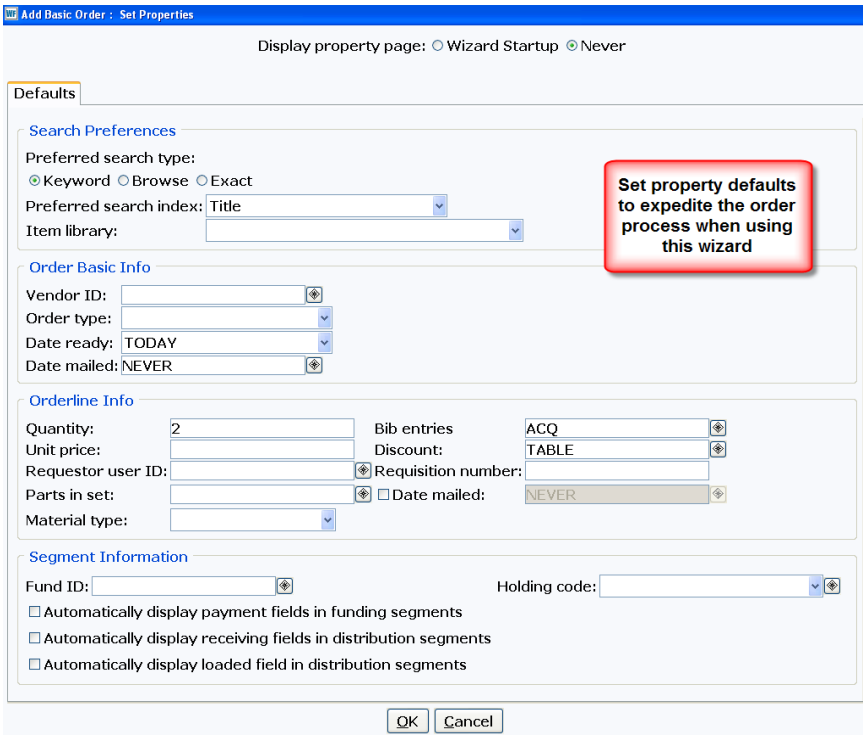
In this section you will learn to:

- Create basic orders.
- Create dated orders.
- Create recurring orders.
- Create additional order lines for an existing order.
- Indicate staff requested titles in an order.
- Understand segment options within order line records.
- Print a single purchase order.
- Display orders.
- Modify orders.
- Duplicate orders.
- Delete orders.

Creating Basic Orders

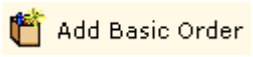
The *Add Basic Order* wizard is used when creating general book orders, approval plans, library supplies, and gift materials.

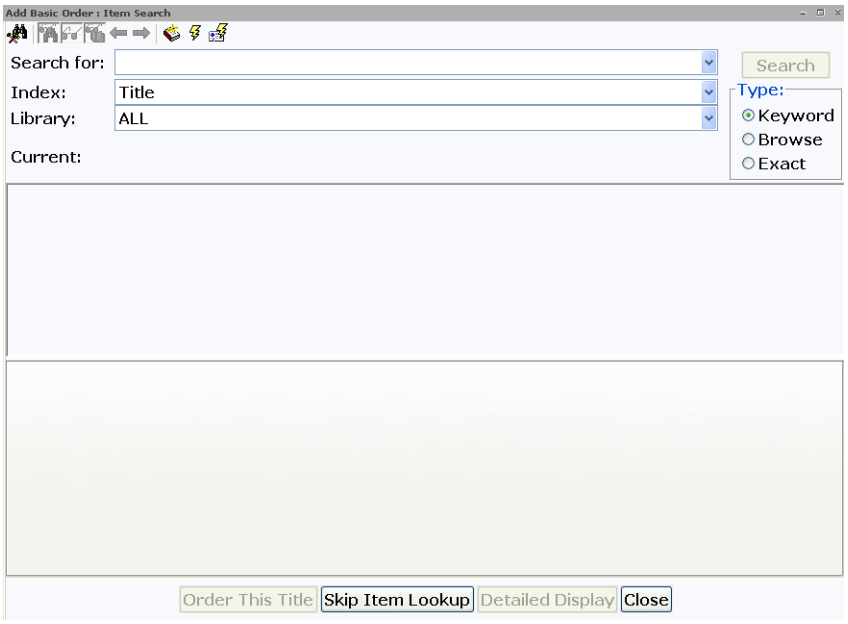
You can set property defaults before using the *Add Basic Order* wizard. When setting these defaults use the 80/20 rule. If eighty percent of the time you are creating orders during this session you have a particular setting that will be the same, set it as the default. The twenty percent of the time the setting is different, change it from within the specific order window.



To add a basic order:

1. In the Acquisitions toolbar, open the Orders group of wizards.

2. Click the *Add Basic Order* wizard. 



3. In the Item Search, identify an existing title to order. If more than one title displays, select the desired title and click **Order This Title**.

4. If the title you want to order does not exist in your library's catalog, you have two options:

   - Click the *Add Temporary Title* helper. You can create a temporary title record with enough bibliographic information for the purposes of adding this title to an order. You can later replace this temporary record with a fully cataloged record. When you finish entering the bibliographic information click **Save**. Then click **Order This Title** in the next window. Refer to Appendix C for further information about adding temporary titles.

   - Click the *SmartPort* helper to connect to a Z39.50 database. You can search for and capture (save) a bibliographic record from another library's database. Make any modifications to the record and click **Save**. Then click **Order This Title**. Refer to Appendix C for further information about adding records using SmartPort.

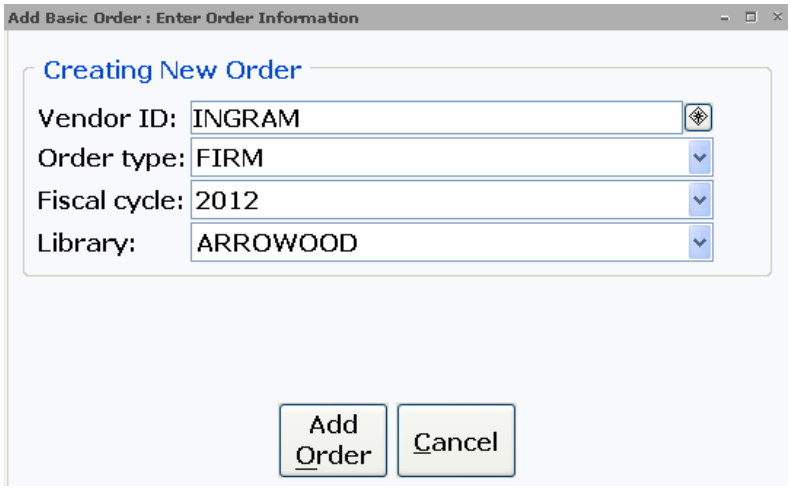
You are also able to use the *Vendor Information Port* helper to add a temporary title if this feature has been purchased and the policies for it established. See Appendix D for the discussion on VIP.

To skip the process of connecting the order line to a title in the catalog, click **Skip Item Lookup**. Use this option when creating orders for materials not associated with a title record, such as supplies, equipment, or memberships. A property behavior is associated with making the **Skip Item Lookup** button available.

In the **Behavior** tab of the *Add Basic Order* properties, you can have the system **not** auto-generate order IDs so that you may type in your own PO number.

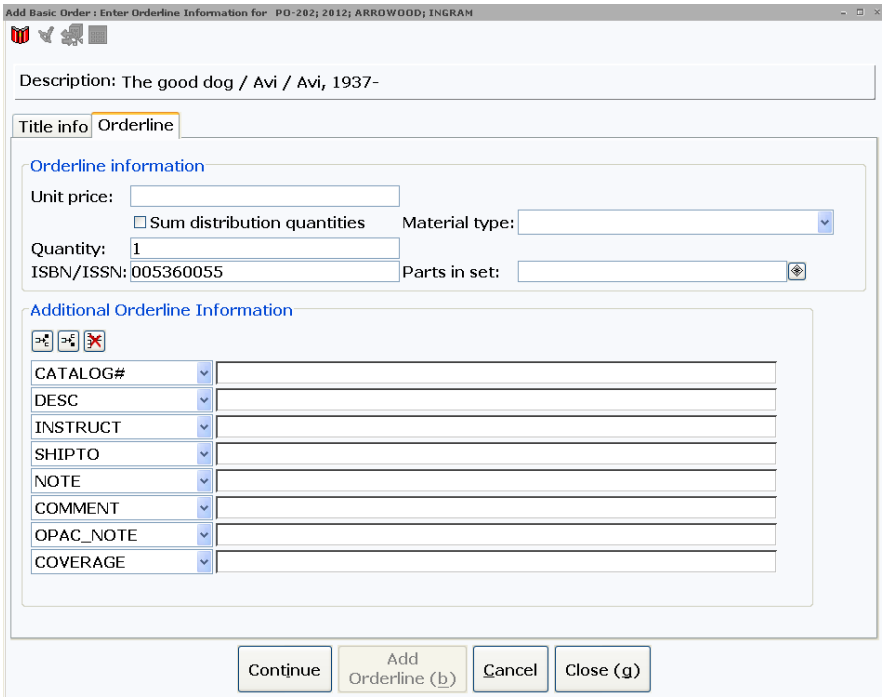
5. Enter the Vendor ID or use the gadget to search for a vendor by name or ID.

6. Select the Order Type from the drop-down list.



7. The Fiscal Cycle and Library are populated with values from the *Session Settings* wizard. You can modify these values if necessary.

8. Click **Add Order**.



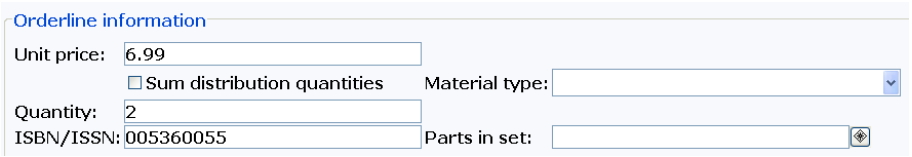
9. Enter the Unit Price for the title you are ordering. Type the price for one copy before discount. It is not necessary to use price symbols, such as a dollar sign.

10. Enter the Quantity or number of copies you want to order of this title or click the Sum distribution quantities box to automatically calculate the order line quantities.

11. If necessary, enter the ISBN/ISSN for this title. If the ISBN/ISSN is in the appropriate field of the bibliographic record in your database, the system will automatically populate the ISBN/ISSN in this field.

12. Click on the Material Type drop-down and specify the acquisitions material type for this order line item if necessary.

13. Enter any Parts in set information if necessary.



14. Enter Additional Orderline Information.

- To add information for internal library staff, use the Comment field.

- To add information for the vendor (information you want to print on the PO), use the Catalog#, Desc, Instruct, Note, or Ship To fields. In an order for which a bibliographic title is not originally associated with the order, as with supplies or membership orders, enter order identification information in the Desc field.
- To add information you want displayed to library patrons in the OPAC, use the OPAC_Note field.
- To add information you want to use to differentiate the coverage dates for a subscription when there are multiple orders for the same title, use the Coverage field.

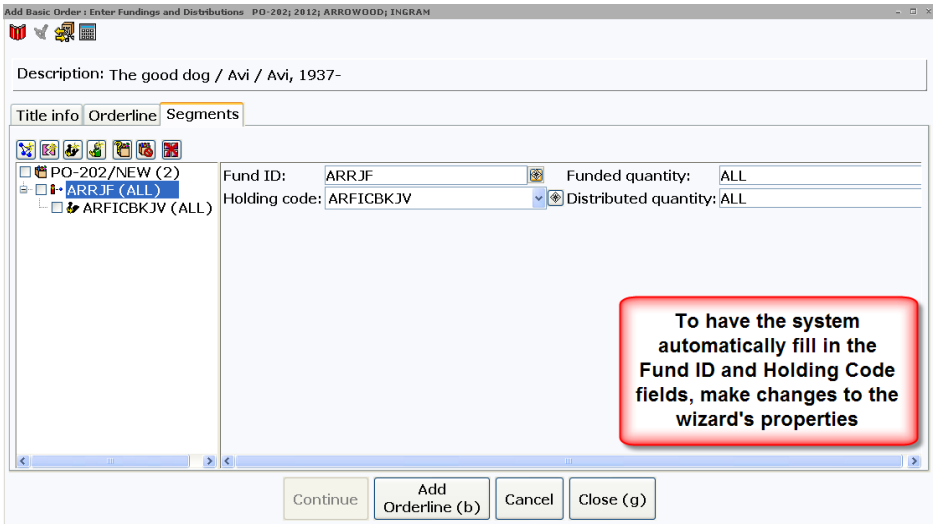
15. After you have entered any additional order line information, click **Continue**.

16. Enter the Fund ID for the fund you want to use to pay for this order. If you set the Fund ID in the property defaults, it displays here. You can also click the gadget to display a list of funds.

17. Type the Funded Quantity for each fund if you have multiple fund segments. Accept the default of ALL if you only have one fund segment.

18. Select the Holding Code to use when loading the item records into your library's catalog (upon receipt of the titles). The code represents the library, location, and item type. If you set the Holding code in the property defaults, it displays here.

19. Enter the Distributed Quantity for each code if you have multiple holding code segments. Accept the default of ALL if you only have one holding code segment.



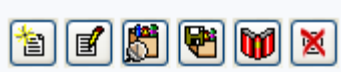
You can right-click on one of the segments in the tree and a menu will display letting you place a segment before or after the selected segment line. You may also use the tools to add segments but you will not be able to choose where the new segment will be placed.

20. Click **Add Orderline** to save the order line information.

If an Unbalanced Segments message appears, you will be returned to the **Segments** tab of the order line. Click **Add Orderline** again when you finish modifying the order line or segments.

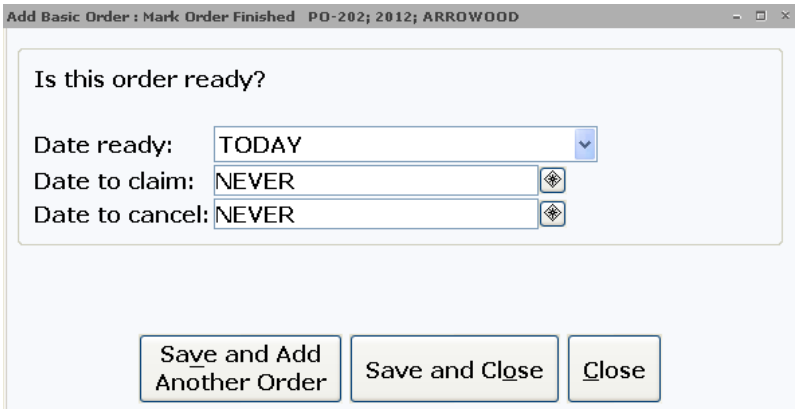
The summary window displays. You can do the following to continue with this order:

- Click the *Add New Orderline* tool if you want to add another title to this order.
- Click the *Modify Orderline* tool if you want to make changes to an existing order
- Click the *Display Orderline* tool if you want to view an existing order line. This tool will not let you make changes to the order line information.
- Click the *Save Orderline to File* tool to save order line data to a file on your workstation.
- Click the *Display Description* tool if you want to view the bibliographic record attached to an order line.
- Click the *Delete Orderline* tool if you want to remove an order line from the order.



If you want to stop working with this order for now, but are not ready to mark it was ready to go to the vendor, click **Save Your Changes** to save the order information. You can continue working with the order by using the *Add Orderlines* or the *Modify Order* wizards.

21. When you are done working with this order, click **Finish** to mark the order as ready to go to the vendor.



22. If necessary, change the Date Ready to something other than the default TODAY. You can change this to a specific date by typing the date into the field.

23. Enter the Date to Claim and Date to Cancel. The system default is NEVER. If you entered grace days for claiming and cancelling in the vendor record the system will automatically populate those dates after you Save and Close. If you did not enter grace days for claiming and cancelling in the vendor record, you must select a date for the Date to Claim and Date to Cancel fields or this order will not be eligible for automated claims and cancellations through reports.

24. Click **Save and Close** to end this session or click **Save and Add Another Order** to continue working in this session.

For more information about adding basic orders, refer to the WorkFlows online Help topic “FAQs: Adding a Basic Order.”

Additional Steps for Gift Orders

When creating Gift Orders, you should consider including some of the following steps:

1. Create a gift or donation fund with an unlimited fund budget to use on the Orderline **Segments** tab. Because the Fund ID is a required field in the order line you will need to have a fund to encumber and expend against even if you enter a unit price of zero dollars.

2. Create a single generic donor vendor record. You could also create a vendor record for the entity or person that is donating the items to your library if they are a regular donor.

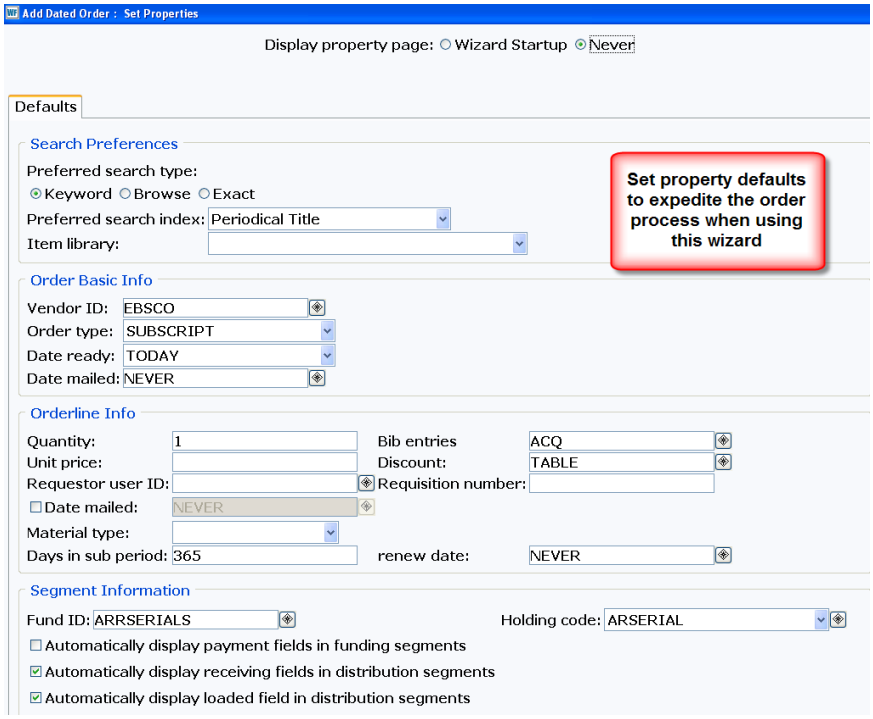
3. When creating Gift Orders turn on the Automatically Display Payment Fields in Funding Segments property default to make the payment field available on the **Segments** tab.

4. Within the **Segments** tab, enter the paid date. Setting the Date Paid will let you bypass the invoicing process.

Creating Dated Orders

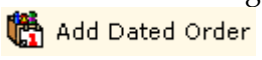
Dated orders are used for serial publications issued in successive parts, typically with chronological or numerical designation, over a defined subscription period. The *Add Dated Order* wizard is used to create an order for a subscription or membership materials. Each subscription order line is linked to a bibliographic record in your library's catalog.

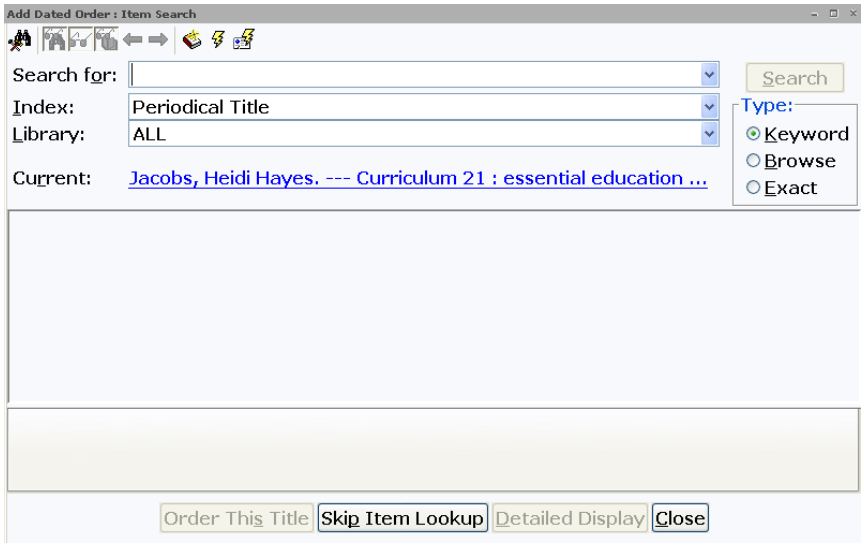
You can set property defaults before using the *Add Dated Order* wizard. When setting these defaults use the 80/20 rule. If eighty percent of the time you are creating orders during this session you have a particular setting that will be the same, set it as the default. The twenty percent of the time the setting is different, change it from within the specific order window.



To add a dated order:

1. Within the Orders group of wizards, click the *Add Dated Order* wizard.





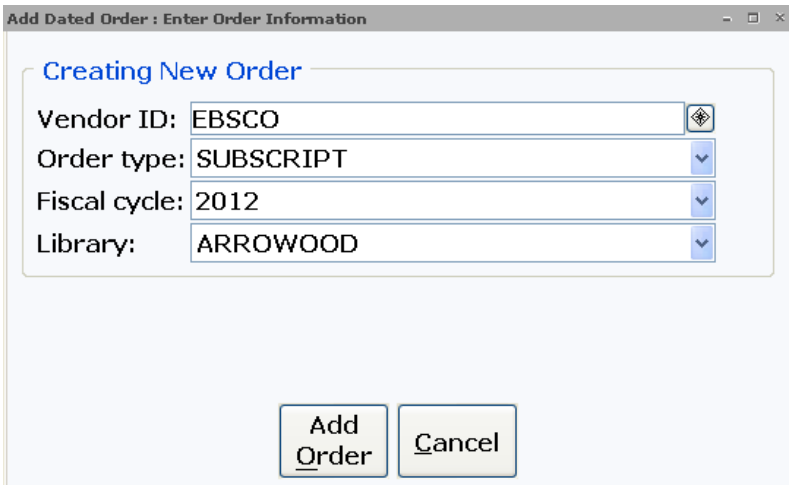
2. In the Item Search, identify an existing title to order. If more than one title displays, select the desired title and click **Order This Title**.

3. If the title you want to order does not exist in your library's catalog, you have two options:

   - Click the *Add Temporary Title* helper. You can create a temporary title record with enough bibliographic information for the purposes of adding this title to an order. You can later replace this temporary record with a fully cataloged record. When you finish entering the bibliographic information click **Save**. Then click **Order This Title** in the next window. Refer to Appendix C for further information about adding temporary titles.
   - Click the *SmartPort* helper to connect to a Z39.50 database. You can search for and capture (save) a bibliographic record from another library's database. Make any modifications to the record and click **Save**. Then click **Order This Title**. Refer to Appendix C for further information about adding records using SmartPort.

4. Enter the Vendor ID or use the gadget to search for a vendor by name or ID.

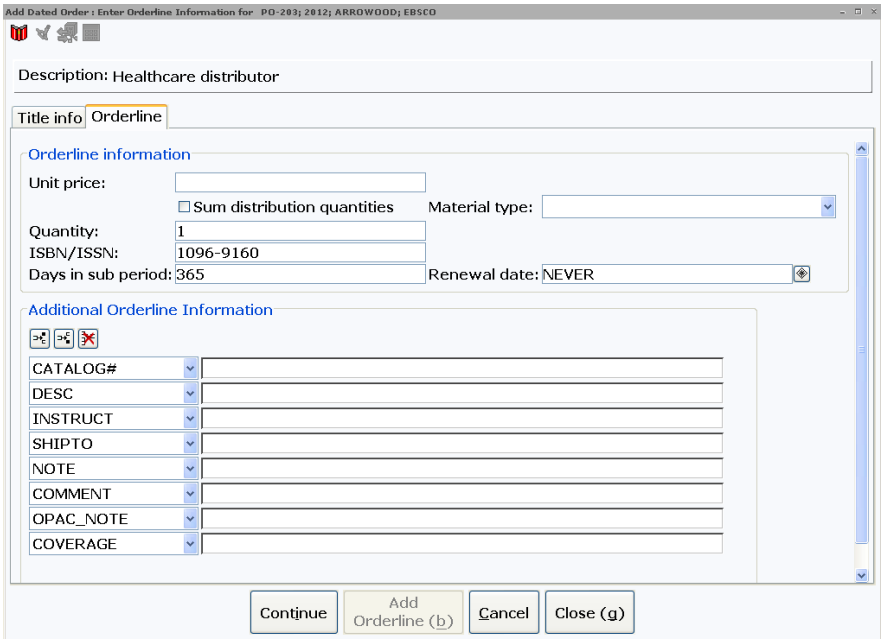
5. Select the Order Type from the drop-down list.



6. The Fiscal Cycle and Library are populated with values from the *Session Settings* wizard. You can modify these values if necessary.

In the **Behavior** tab of the *Add Dated Order* properties, you can have the system **not** auto-generate order IDs so that you may type in your own PO number.

7. Click **Add Order**.



8. Enter the Unit Price for the title you are ordering. Type the price for one copy before discount. It is not necessary to use price symbols, such as a dollar sign.

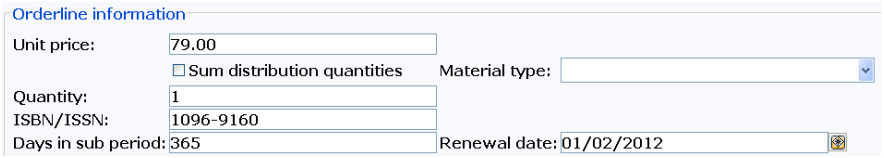
9. Enter the Quantity or number of copies you want to order of this title. The quantity entered represents the total number of subscriptions not the number of issues in the subscription.

10. Click on the Material Type drop-down and specify the acquisitions material type for this order line item if necessary

11. If necessary, enter the ISBN/ISSN for this title. If the ISBN/ISSN is in the appropriate field of the bibliographic record in your database the system will automatically populate the ISBN/ISSN in this field.

12. Type the Days in Sub Period, which is the number of days the subscription or membership covers. This is a required field.

13. Type a Renew Date or use the gadget to select the date the subscription or membership will need to be renewed. You can use NEVER as the Renewal Date. This is a required field and cannot be left blank.



Dated Orders are renewed using the Rollover Dated Orders report or the *Duplicate Order* wizard. The Rollover Reports are usually run toward the end of the fiscal cycle. If you need to renew an order within the current fiscal cycle (i.e. six month subscription), use the *Duplicate Orders* wizard.

14. Enter Additional Orderline Information.

- To add information for internal library staff, use the Comment field.
- To add information for the vendor (information you want to print on the PO), use the Catalog#, Desc, Instruct, Note, or Ship To fields. In an order for which a bibliographic title is not originally associated with the order, as with supplies or membership orders, enter order identification information in the Desc field.
- To add information you want displayed to library patrons in the OPAC use the OPAC_Note field.
- To add information you want to use to differentiate the coverage dates for a subscription when there are multiple orders for the same title, use the Coverage field.

15. After you have entered any Additional Orderline Information, click **Continue**.

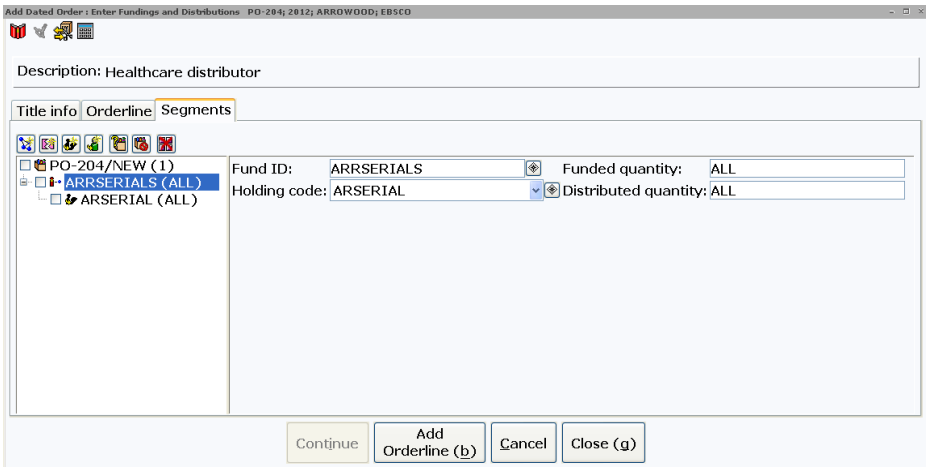
16. Enter the Fund ID for the fund you want to use to pay for this order. If you set the Fund ID in the property defaults, it displays here. Or click the gadget to display a list of funds.

17. Type the Funded Quantity for each fund if you have multiple fund segments. Accept the default of ALL if you only have one fund segment.

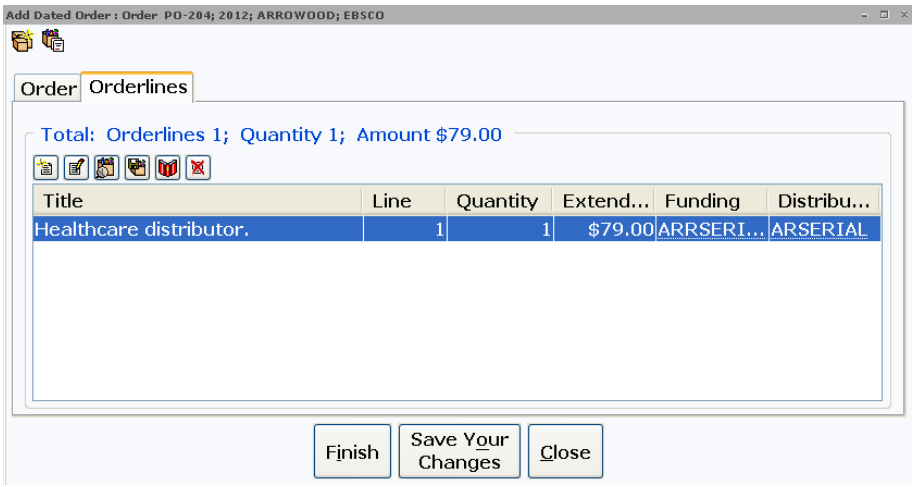
If your library has a prepay contract with a vendor use the Automatically Display Payment Fields in Funding Segments property default to make the payment field available on the **Segments** tab.

18. Select the Holding Code to use when loading the item records into your library's catalog (upon receipt of the titles). The code represents the library and location, and item type. If you set the Holding code in the property defaults, it displays here

19. Enter the Distributed Quantity for each code if you have multiple holding code segments. Accept the default of ALL if you only have one holding code segment.



20. Click **Add Orderline**.

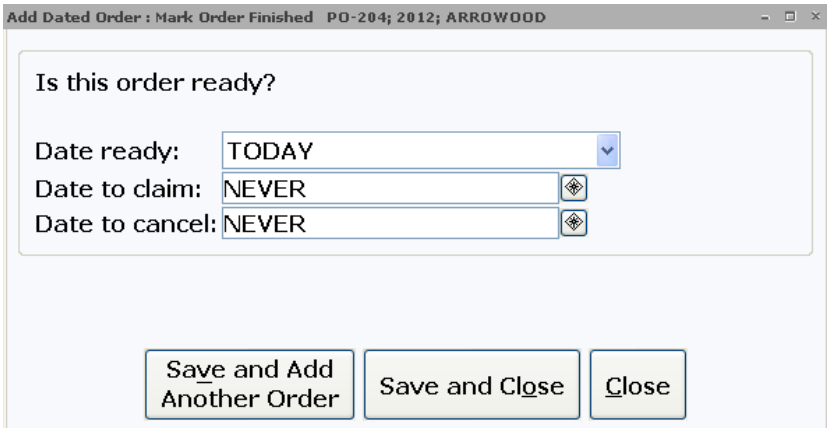


21. The summary window displays. You can do the following to continue with this order:

- Click the *Add New Orderline* tool if you want to add another title to this order.
- Click the *Modify Orderline* tool if you want to make changes to an existing order line.
- Click the *Display Orderline* tool if you want to view an existing order line. This tool will not let you make changes to the order line information.
- Click the *Save Orderline to File* tool to save order line data to a file on your workstation.
- Click the *Display Description* tool if you want to view the bibliographic record attached to an order line.
- Click the *Delete Orderline* tool if you want to remove an order line from the order.

If you want to stop working with this order for now, but are not ready to mark it as ready to go to the vendor, click **Save Your Changes** to save the order information. You can continue working with the order by using the *Add Orderlines* or the *Modify Order* wizards.

22. When you are done working with this order, click **Finish** to mark the order as ready to go to the vendor.



23. If necessary, change the Date Ready to something other than the default TODAY. You can change this to a specific date by typing the date into the field.

24. Enter the Date to Claim and Date to Cancel. The system default is NEVER. If entered grace days for claiming and cancelling in the vendor record the system will automatically populate those dates after you **Save and Close**. If you did not enter grace days for claiming and cancelling in the vendor record, you must select a date for the Date to Claim and Date to Cancel fields or this order will not be eligible for automated claims and cancellations through reports.

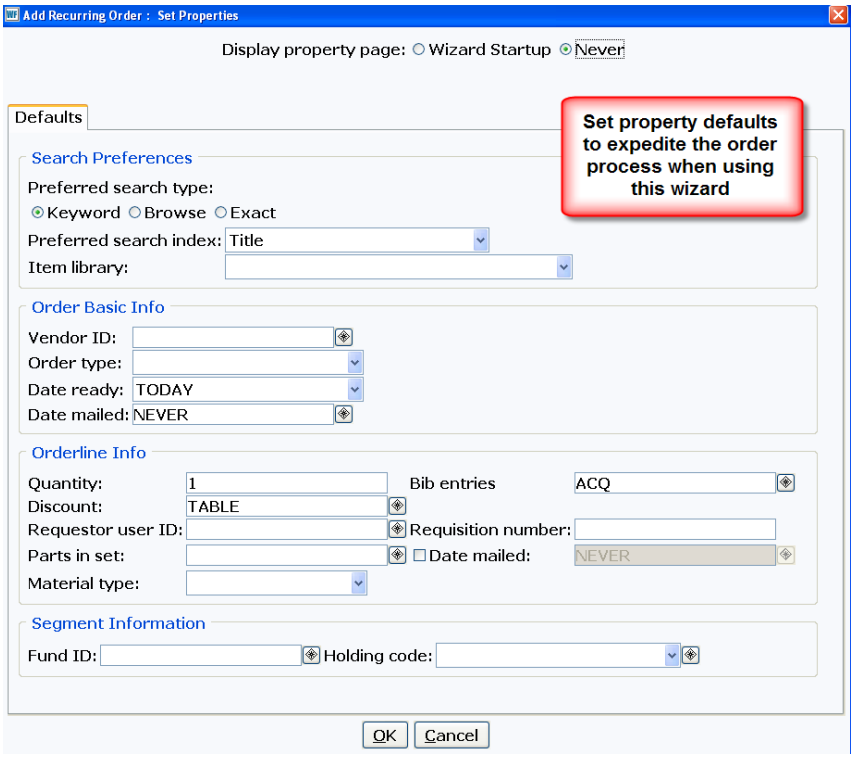
25. Click **Save and Close** to end this session or click **Save and Add Another Order** to continue working in this session.

Creating Recurring Orders

The *Add Recurring Order* wizard is used to create an order with multiple receipts that are not predetermined. A recurring order is always open, with no known end date at the time you place the order.

You can set up an agreement with a vendor to ship items without a specific title (blanket order type). Irregular serials and many annual publications are frequently purchased by standing orders, with the vendor sending volumes to the library whenever published (standing order type). Some publishers offer special discounts if a library purchases a monographic series as a standing order, rather than as individual volumes (mono-series order type). Since there is no predictable publication schedule for the volumes, they cannot be paid for in advance as a subscription.

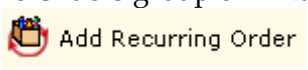
You can set property defaults before using the *Add Recurring Order* wizard. When setting these defaults use the 80/20 rule. If eighty percent of the time you are creating orders during this session you have a particular setting that will be the same, set it as the default. The twenty percent of the time the setting is different, change it from within the specific order window.

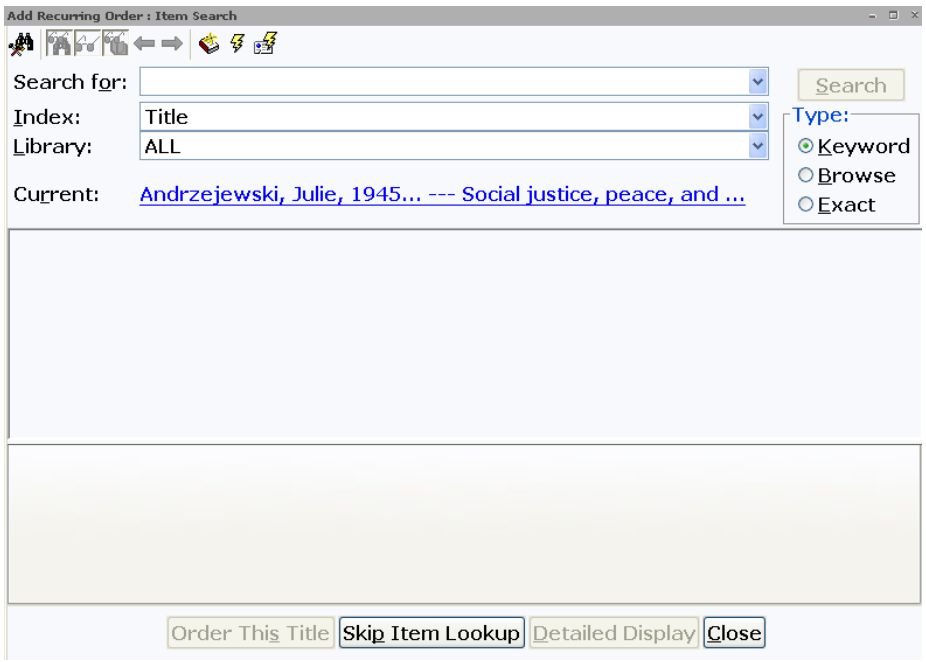


Creating a Standing Order

A standing order represents an order with a vendor for a specific title, which has periodic updates. An example would be frequently updated reference material, such as the Supreme Court Reporter.

To add a standing order:

1. Within the Orders group of wizards, click the *Add Recurring Order* wizard. 



2. In the Item Search, identify an existing title to order. If more than one title displays, select the desired title and click **Order This Title**.

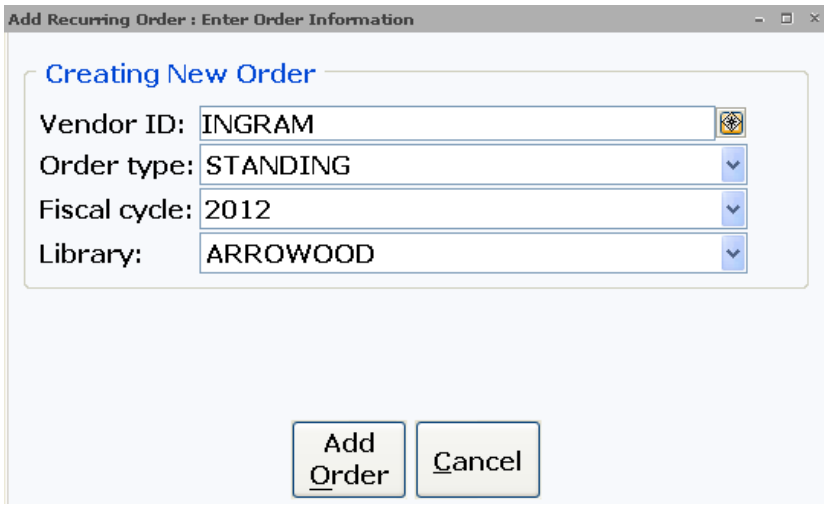
3. If the title you want to order does not exist in your library's catalog, you have two options:

   - Click the *Add Temporary Title* helper. You can create a temporary title record with enough bibliographic information for the purposes of adding this title to an order. You can later replace this temporary record with a fully cataloged record. When you finish entering the bibliographic information click **Save**. Then click **Order This Title** in the next window. Refer to Appendix C for further information about adding temporary titles.

- Click the *SmartPort* helper to connect to a Z39.50 database. You can search for and capture (save) a bibliographic record from another library's database. Make any modifications to the record and click **Save**. Then click **Order This Title**. Refer to Appendix C for further information about adding records using SmartPort.

4. Enter the Vendor ID or use the gadget to search for a vendor by name or ID.

5. Select the Order Type from the drop-down list.



6. The Fiscal Cycle and Library are populated with values from the *Session Settings* wizard. You can modify these values if necessary.

In the **Behavior** tab of the *Add Dated Order* properties, you can have the system **not** auto-generate order IDs so that you may type in your own PO number.

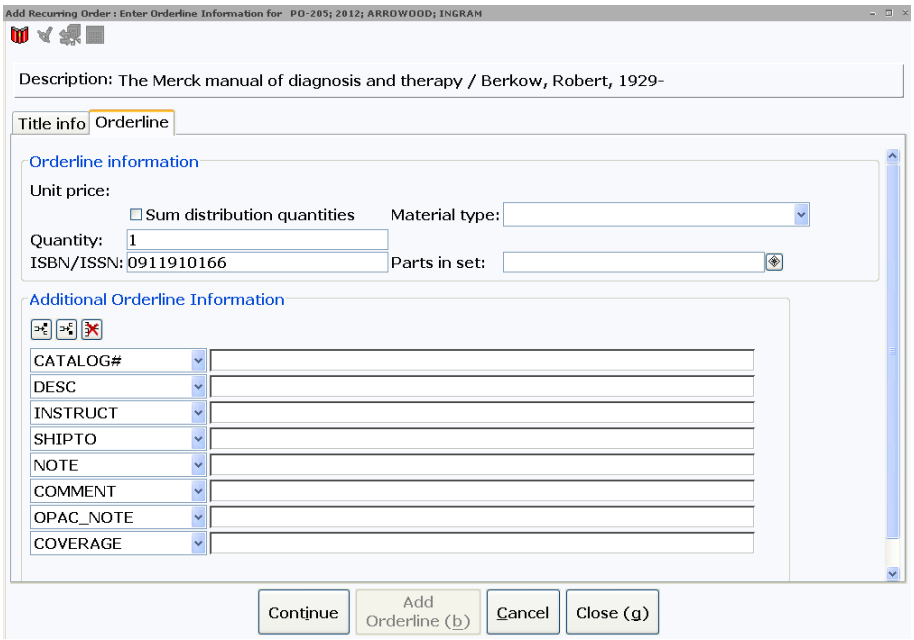
7. Click **Add Order**.

SirsiDynix Symphony does not let you encumber funds for recurring orders. To work around this, create a fund for standing orders and set the budgeted amount as the amount you would normally encumber for all of your standing order agreements.

8. Enter the Quantity or number of copies you want to order of this title or click the Sum distribution quantities box to automatically calculate the order line quantities.

9. Click on the Material Type drop-down and specify the acquisitions material type for this order line item if necessary.

10. If necessary, enter the ISBN/ISSN for this title. If the ISBN/ISSN is in the appropriate field of the bibliographic record in your database the system will automatically populate the ISBN/ISSN in this field.



11. Enter Additional Orderline Information.

- To add information for internal library staff, use the Comment field.
- To add information for the vendor (information you want to print on the PO), use the Catalog#, Desc, Instruct, Note, or Ship To fields. In an order for which a bibliographic title is not originally associated with the order, as with supplies or membership orders, enter order identification information in the Desc field.
- To add information you want displayed to library patrons in the OPAC use the OPAC_Note field.
- To add information you want to use to differentiate the coverage dates for a subscription when there are multiple orders for the same title, use the Coverage field.

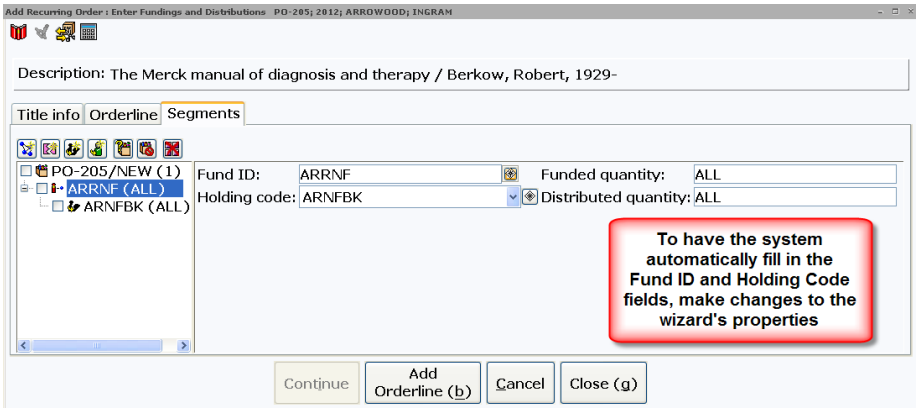
12. After you have entered any Additional Orderline Information, click **Continue**.

13. Enter the Fund ID for the fund you want to use to pay for this order. If you set the Fund ID in the property defaults, it displays here. Or click the gadget to display a list of funds.

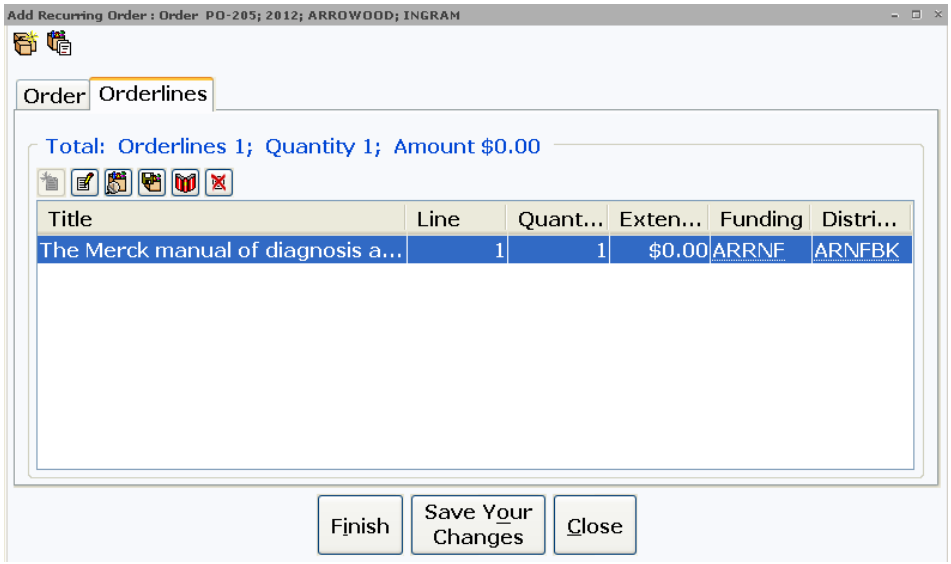
14. Type the Funded Quantity for each fund if you have multiple fund segments. Accept the default of ALL if you only have one fund segment.

15. Select the Holding Code to use when loading the item records into your library's catalog (upon receipt of the titles). The code represents the library and location, and item type. If you set the Holding code in the property defaults, it displays here.

16. Enter the Distributed Quantity for each code if you have multiple holding code segments. Accept the default of ALL if you only have one holding code segment.

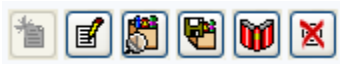


17. Click **Add Orderline**.



18. The summary window displays. You can do the following to continue with this order:

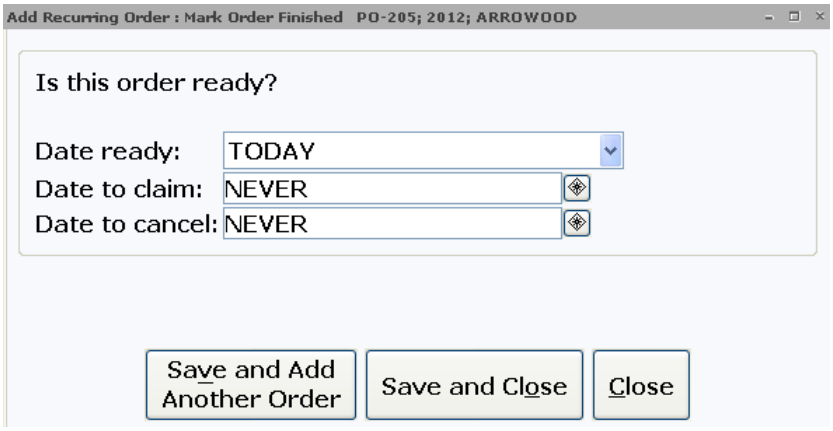
- Click the *Modify Orderline* tool if you want to make changes to an existing order line.
- Click the *Display Orderline* tool if you want to view an existing order line. This tool will not let you make changes to the order line information.
- Click the *Save Orderline to File* tool to save order line data to a file on your workstation.
- Click the *Display Description* tool if you want to view the bibliographic record attached to an order line.
- Click the *Delete Orderline* tool if you want to remove an order line from the order.



If you want to stop working with this order for now, but are not ready to mark it was ready to go to the vendor, click **Save Your Changes** to save the order information. You can, continue working with the order by using the *Modify Order* wizard later.

You cannot add additional order lines to a standing order.

19. When you are done working with this order, click **Finish** to mark the order as ready to go to the vendor.



20. If necessary, change the Date Ready to something other than the default TODAY. You can change this to a specific date by typing the date into the field.

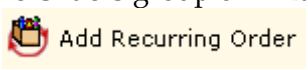
21. Enter the Date to Claim and Date to Cancel. The system default is NEVER. If you entered grace days for claiming and cancelling in the vendor record the system will automatically populate those dates after you **Save and Close**. If you did not enter grace days for claiming and cancelling in the vendor record, you must select a date for the Date to Claim and Date to Cancel fields or this order will not be eligible for automated claims and cancellations through reports.

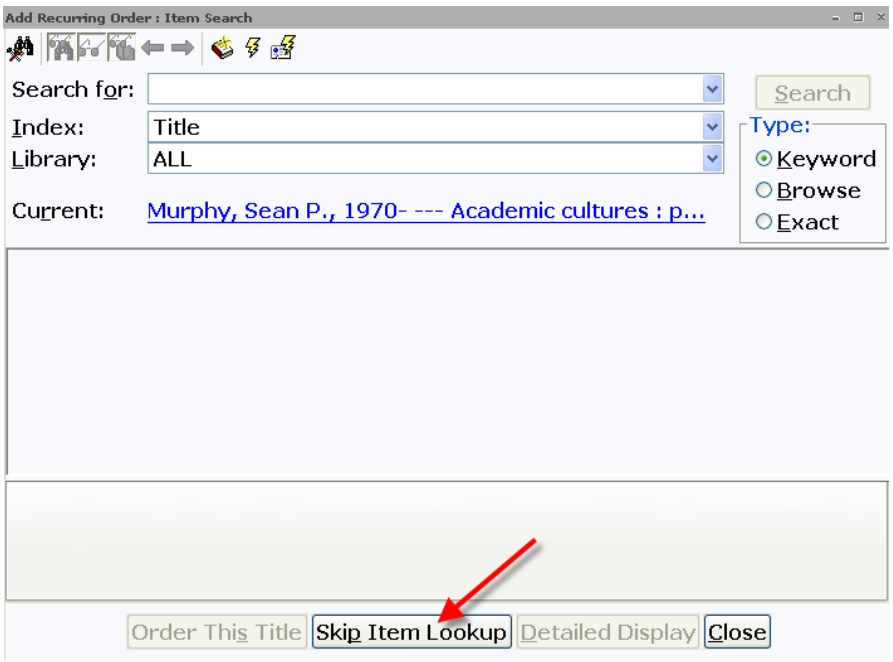
22. Click **Save and Close** to end this session or click **Save and Add Another Order** to continue working in this session.

Creating a Blanket Order

A blanket order is used when you plan with a vendor to send titles, but do not know the titles at the time of the order. An example would be large print titles from Thorndike Press.

To add a blanket order:

1. Within the Orders group of wizards, click the *Add Recurring Order* wizard. 

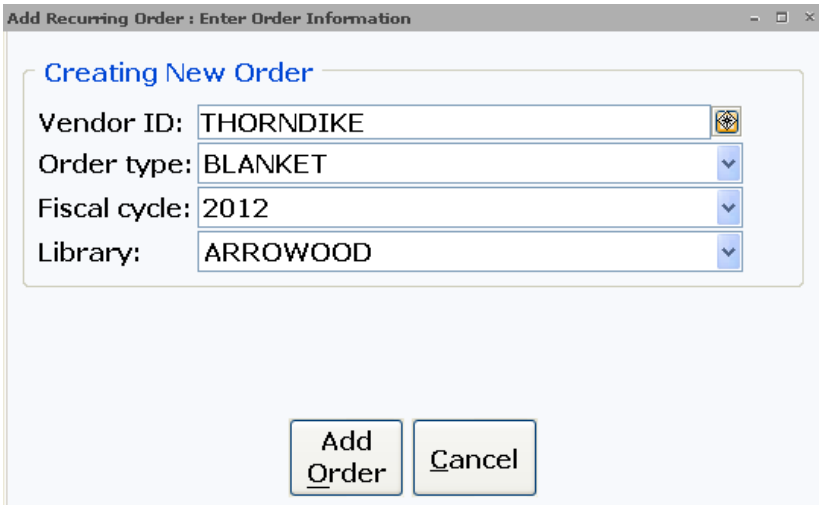


2. Click **Skip Item Lookup**.

3. Enter the Vendor ID or use the gadget to search for a vendor by name or ID.

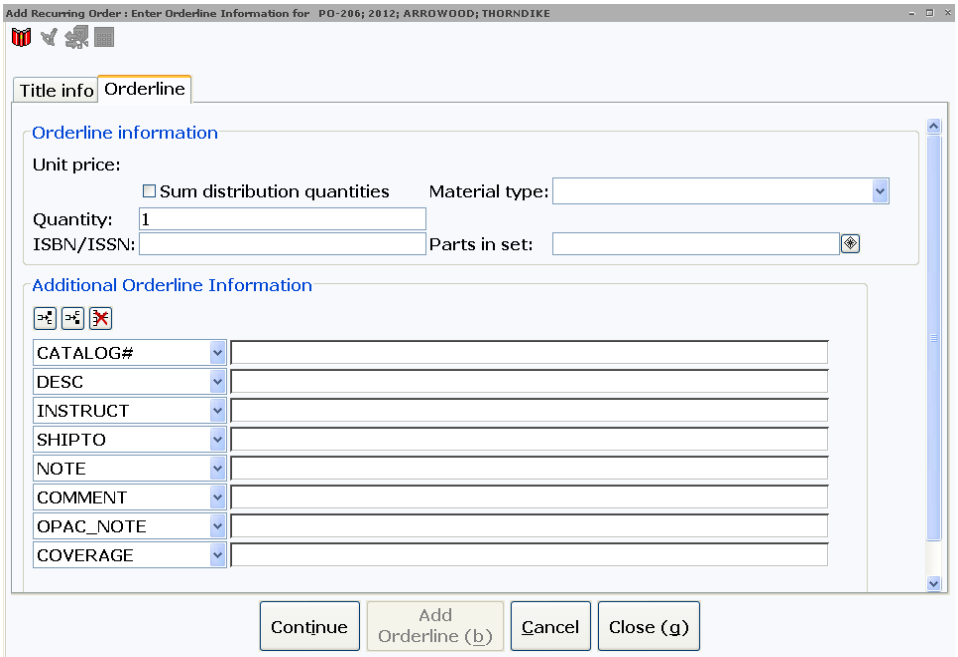
4. Select the Order Type from the drop-down list.

In the **Behavior** tab of the *Add Recurring Order* properties, you can have the system **not** auto-generate order IDs so that you may type in your own PO number.



5. The Fiscal Cycle and Library are populated with values from the *Session Settings* wizard. You can modify these values if necessary.

6. Click **Add Order**.



7. On the **Orderline** tab, enter a Quantity and any necessary Additional Orderline Information.

Since the order is not connected to a bibliographic record, use the DESC field to record information about this blanket order.

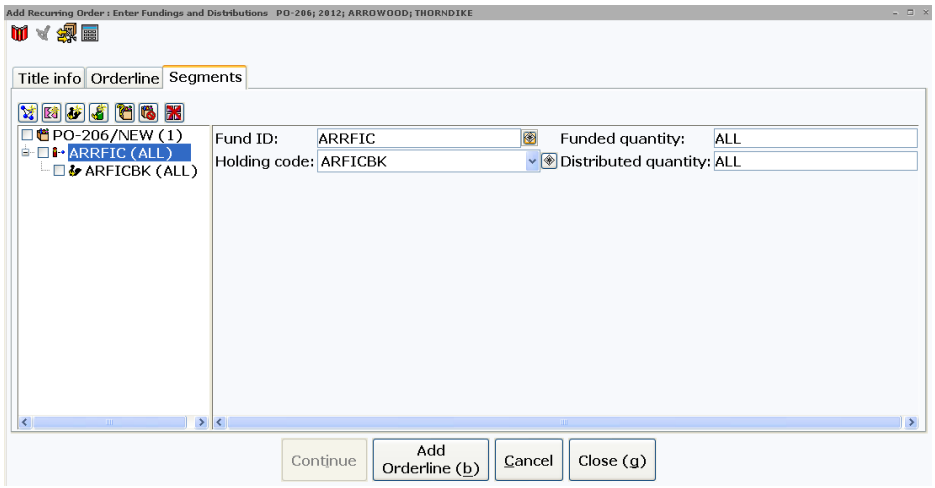
8. Click **Continue**.

9. Enter the Fund ID for the fund you want to use to pay for this order. If you set the Fund ID in the property defaults, it displays here. Or click the gadget to display a list of funds.

10. Type the Funded Quantity for each fund if you have multiple fund segments. Accept the default of ALL if you only have one fund segment.

11. Select the Holding Code to use when loading the item records into your library's catalog (upon receipt of the titles). The code represents the libraryand location, item type, and item categories. If you set the Holding code in the property defaults, it displays here.

12. Enter the Distributed Quantity for each code if you have multiple holding code segments. Accept the default of ALL if you only have one holding code segment.

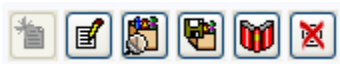


13. Click **Add Orderline**.

14. The summary window displays. You can do the following to continue with this order:

- Click the *Modify Orderline* tool if you want to make changes to an existing order line.
- Click the *Display Orderline* tool if you want to view an existing order line. This tool will not let you make changes to the order line information.
- Click the *Save Orderline to File* tool to save order line data to a file on your workstation.

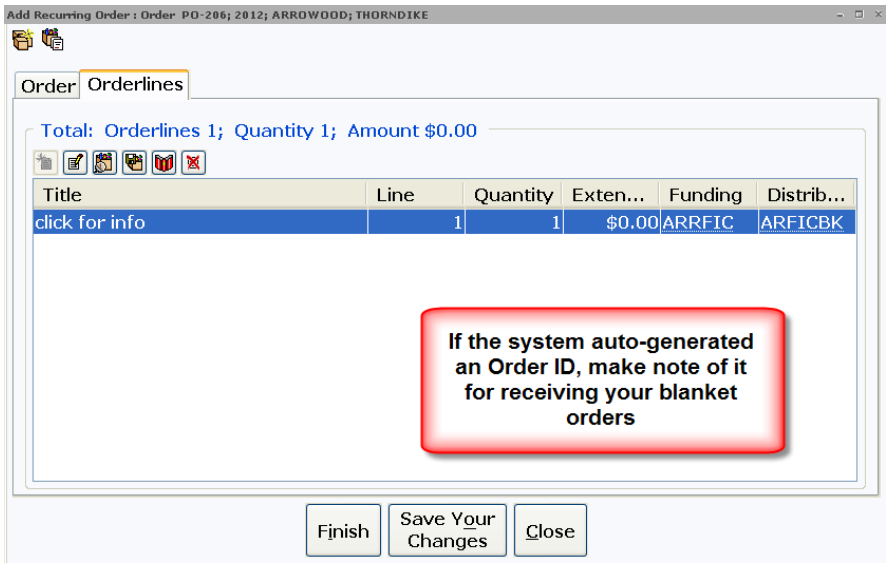
- Click the *Display Description* tool if you want to view the bibliographic record attached to an order line.
- Click the *Delete Orderline* tool if you want to remove an order line from the order.



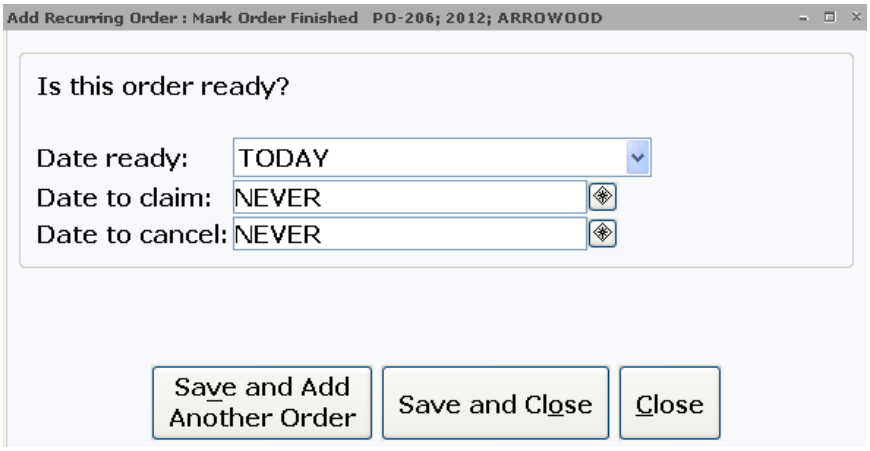
If you want to stop working with this order for now, but are not ready to mark it as ready to go to the vendor, click **Save Your Changes** to save the order information. You can continue working with the order by using the *Modify Order* wizard later.

You will add order lines to a Blanket order during receipt, as discussed later in this training guide.

15. When you are done working with this order, note the Order ID. This will be important to know for receiving blanket orders.



16. Click **Finish** to mark the order as ready to go to the vendor.



17. If necessary, change the Date Ready to something other than the default TODAY. You can change this to a specific date by typing the date into the field.

18. Enter the Date to Claim and Date to Cancel. The system default is NEVER. If you entered grace days for claiming and cancelling in the vendor record the system will automatically populate those dates after you **Save and Close**. If you did not enter grace days for claiming and cancelling in the vendor record, you must select a date for the Date to Claim and Date to Cancel fields or this order will not be eligible for automated claims and cancellations through reports.

19. Click **Save and Close** to end this session or click **Save and Add Another Order** to continue working in this session.

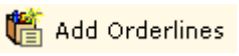
Additional Order Lines

The *Add Orderlines* wizard will allow you to add additional order lines to an existing order. If you have closed out of your initial order window, you can use this wizard to go back into the order and continue adding order lines.

Symphony does not let you use the *Add Orderlines* wizard to add order lines to a Recurring Order. Recurring orders can only contain one pattern order line.

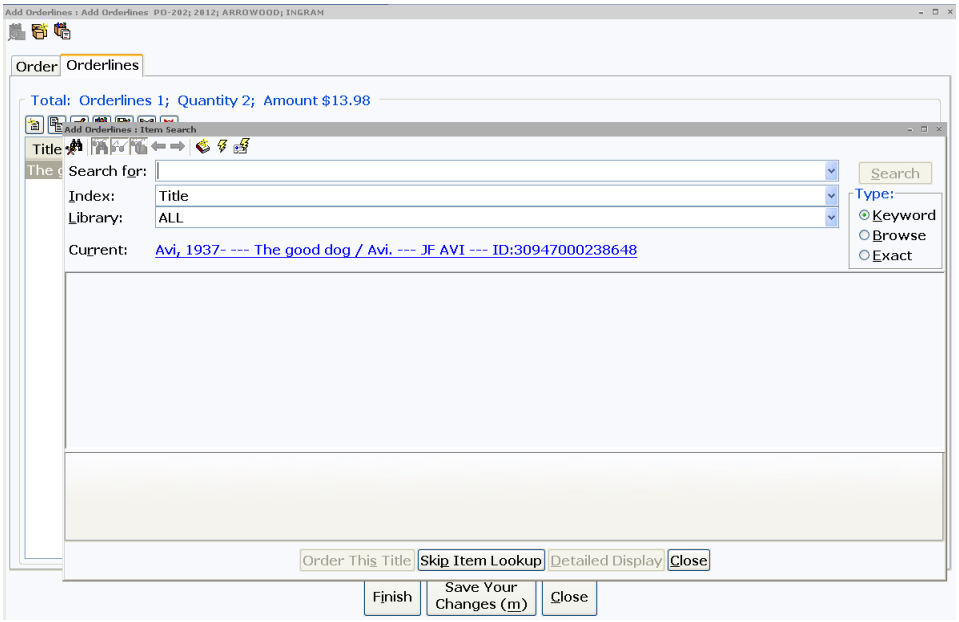
To add order lines to an existing order:

1. Within the Orders group of wizards, click the *Add Orderlines* wizard.



2. Identify an existing order to which you want to add order lines. If more than one record displays, select the one you want, and click **Add Orderlines**.

3. The Item Search window opens over the Add Orderlines window so you can immediately search for the title you want to add to this order.



4. In the Item Search, identify an existing title to order. If more than one title displays, select the desired title and click **Order This Title**.

5. If the title you want to order does not exist in your library's catalog, you have two options:

- Click the *Add Temporary Title* helper. You can create a temporary title record with enough bibliographic information for the purposes of adding this title to an order. You can later replace this temporary record with a fully cataloged record. When you finish entering the bibliographic information click **Save**. Then click **Order This Title** in the next window. Refer to Appendix C for further information about adding temporary titles.
- Click the *SmartPort* helper to connect to a Z39.50 database. You can search for and capture (save) a bibliographic record from another library's database. Make any modifications to the record and click **Save**. Then click **Order This Title**. Refer to Appendix C for further information about adding records using SmartPort.

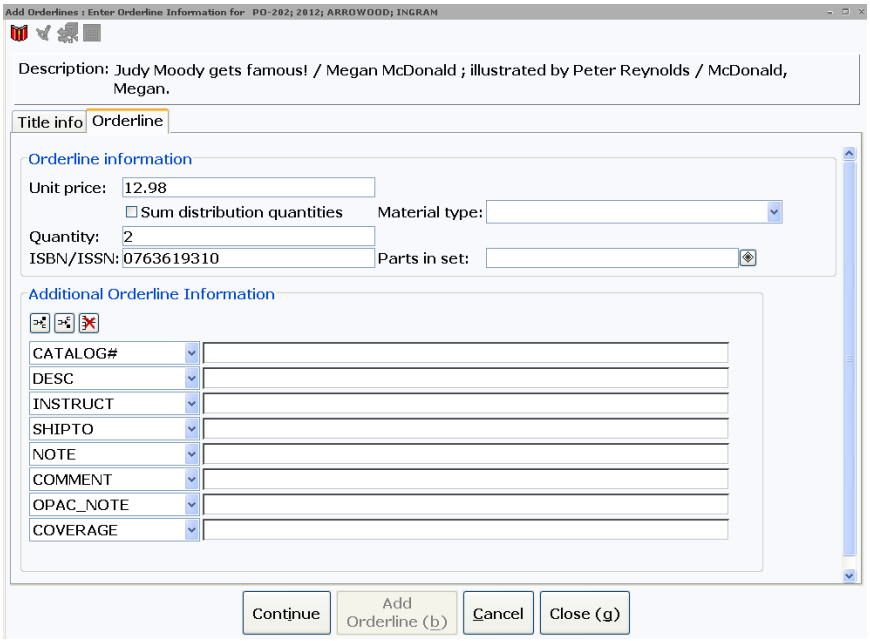
6. Enter the Unit Price for the title you are ordering. Type the price for one copy before discount. It is not necessary to use price symbols, such as a dollar sign.

7. Enter the Quantity or number of copies you want to order of this title or click the Sum distribution quantities box to automatically calculate the order line quantities.

8. If necessary, enter the ISBN/ISSN for this title. If the ISBN/ISSN is in the appropriate field of the bibliographic record in your database the system will automatically populate the ISBN/ISSN in this field.

9. Click on the Material Type drop-down and specify the acquisitions material type for this order line item if necessary.

10. If necessary, enter any Parts in set information.



11. Enter Additional Orderline Information.

- To add information for internal library staff, use the Comment field.
- To add information for the vendor (information you want to print on the PO), use the Catalog#, Desc, Instruct, Note, or Ship To fields. In an order for which a bibliographic title is not originally associated with the order, as with supplies or membership orders, enter order identification information in the Desc field.
- To add information you want displayed to library patrons in the OPAC use the OPAC_Note field.
- To add information you want to use to differentiate the coverage dates for a subscription when there are multiple orders for the same title, use the Coverage field.

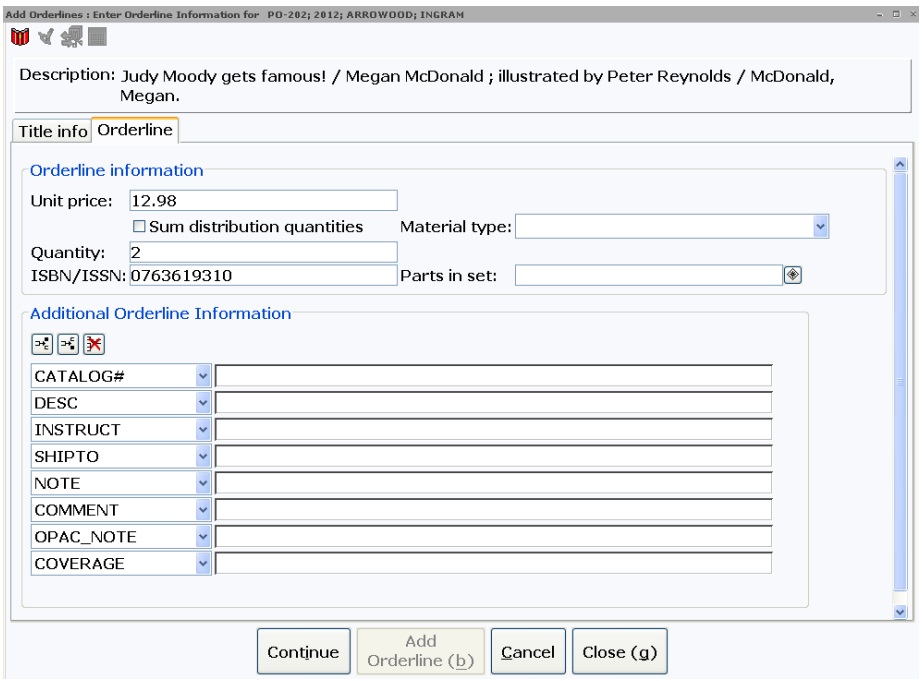
12. After you have entered any Additional Orderline Information, click **Continue**.

13. Enter the Fund ID for the fund you want to use to pay for this order. If you set the Fund ID in the property defaults, it displays here. Or click the gadget to display a list of funds.

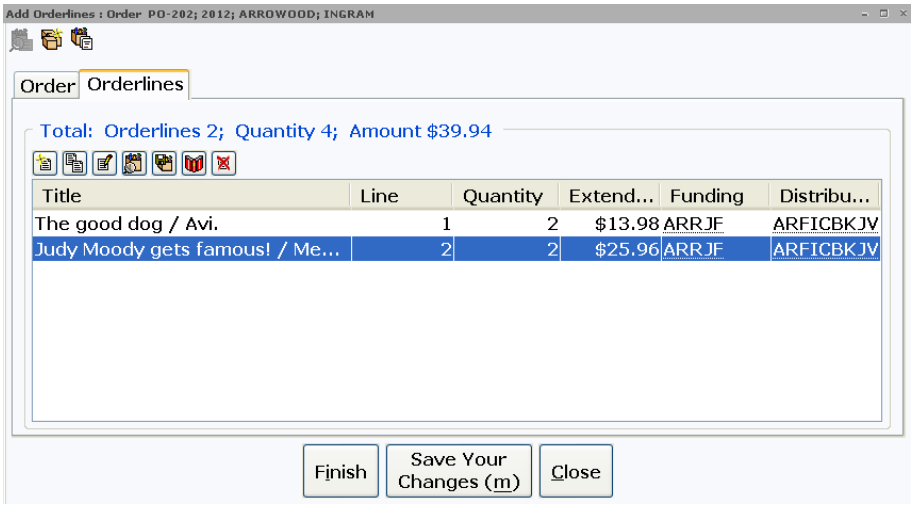
14. Type the Funded Quantity for each fund if you have multiple fund segments. Accept the default of ALL if you only have one fund segment.

15. Select the Holding Code to use when loading the item records into your library's catalog (upon receipt of the titles). The code represents the library and location, item type, and item categories. If you set the Holding Code in the property defaults, it displays here.

16. Enter the Distributed Quantity for each code if you have multiple holding code segments. Accept the default of ALL if you only have one holding code segment.

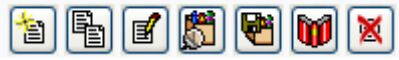


17. Click **Add Orderline**.



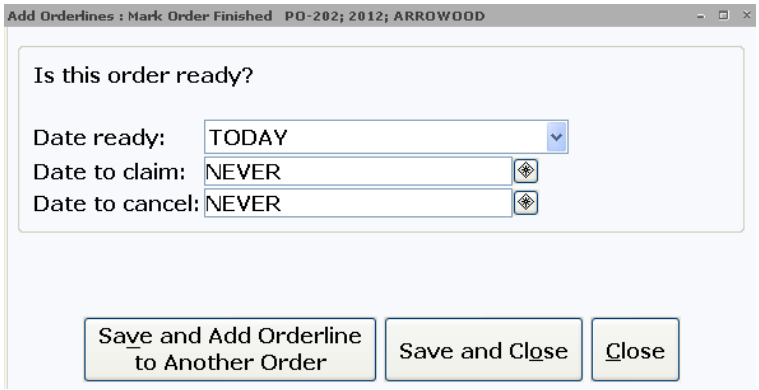
18. The summary window displays. You can do the following to continue with this order:

- Click the *Add New Orderline* tool if you want to add another title to this order.
- Click the *Duplicate Orderline* tool if you want to duplicate existing order lines and create new order lines on the current order
- Click the *Modify Orderline* tool if you want to make changes to an existing order
- Click the *Display Orderline* tool if you want to view an existing order line. This tool will not let you make changes to the order line information.
- Click the *Save Orderline to File* tool to save order line data to a file on your workstation.
- Click the *Display Description* tool if you want to view the bibliographic record attached to an order line.
- Click the *Delete Orderline* tool if you want to remove an order line from the order.



19. If you want to stop working with this order for now, but are not ready to mark it as ready to go to the vendor, click **Save Your Changes** to save the order information. You can continue working with the order by using this same wizard or with the *Modify Order* wizard.

20. When you are done working with this order, click **Finish** to mark the order as ready to go to the vendor.



21. If necessary, change the Date Ready to something other than the default TODAY. You can change this to a specific date by typing the date into the field.

22. Enter the Date to Claim and Date to Cancel. The system default is NEVER. If you entered grace days for claiming and cancelling in the vendor record the system will automatically populate those dates after you Save and Close. If you did not enter grace days for claiming and cancelling in the vendor record, you must select a date for the Date to Claim and Date to Cancel fields or this order will not be eligible for automated claims and cancellations through reports.

23. Click **Save and Close** to end this session or click **Save and Add Another Order** to continue working in this session.

Working with Orderline Segments

A segment is a special part of an order line record that allows you to adjust the order line to your specific needs for paying for the order or distributing the materials when it arrives. A segment can never exist by itself, but must be attached to an order line record. Segments are not only attached to the order line record, but are also attached to each other. There are different kinds of segments, and each kind has different fields. Every line item (order line) record may have one or more funding, distribution, claim, and/or cancel segments.

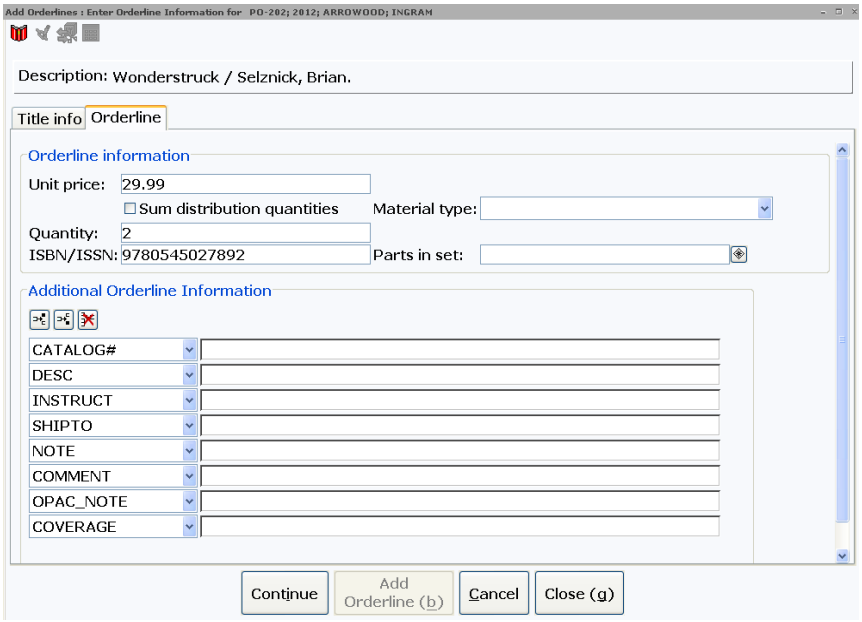
For more information about working with order line segments, refer to the WorkFlows online Help topic "FAQs: Working with Orderline Segments."

Adding Fund Clusters

You can use the *Add Funding/Distribution Cluster* tool to create new funding and add distribution segments. Most small libraries will order copies from a single fund with a single distribution. The default segment created for new orders supports this funding/distribution scenario. However, the following steps will demonstrate how to add a fund/distribution cluster in addition to the default.

To add a fund cluster:

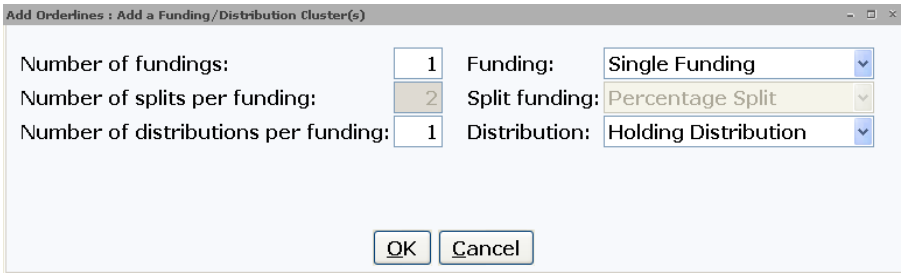
1. Within the **Orderline** tab of an order line using one of the order wizards, enter the Unit Price, Quantity, and any other necessary information.



2. Click **Continue**.

To modify an existing funding/distribution segment, first remove the segment using the *Delete a Segment* tool.

3. Click the *Add a Funding/Distribution Cluster* tool. You may also press the Alt key and the number 1 to achieve the same results.



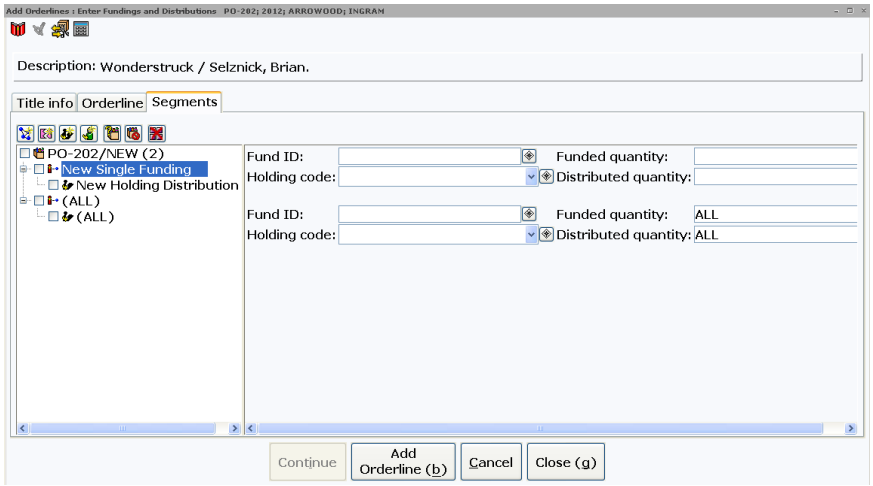
You can control the position of new funding clusters and distributions by right-clicking on a funding/distribution in the segment tree and making a selection from the shortcut menu. You can also select a funding/distribution and press SHIFT + F10. Refer to page 99 of this training guide for additional information.

4. The field values depend on the type of funding/distribution cluster you are creating:

- Select a Funding type, either Single Funding or Multiple Funding, and type the Number of Fundings, which means how many fund lines do you want to add.

- Select a Split Funding type (only if you selected Multiple Funding), either Amount Split or Percentage Split, and type the Number of Splits per Funding.
- Select a Distribution type, either Holding Distribution or Use Distribution, and enter the Number of Distributions.

5. Click **OK**.



6. In the segment editor pane, select values for the segment fields according to the type of funding/distribution segment you are creating.

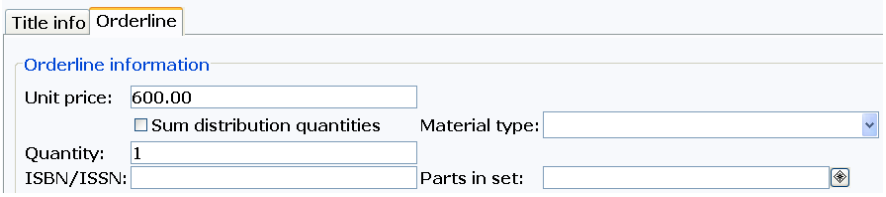
7. Click **Add Orderline** or **Save Your Changes** depending on the wizard you are using.

Adding a Single Copy—Funding Split by Amount or Percentage

When purchasing expensive materials, libraries may want to split the cost across multiple funds, either by amount or percentage.

To create a single copy fund split by amount or percentage:

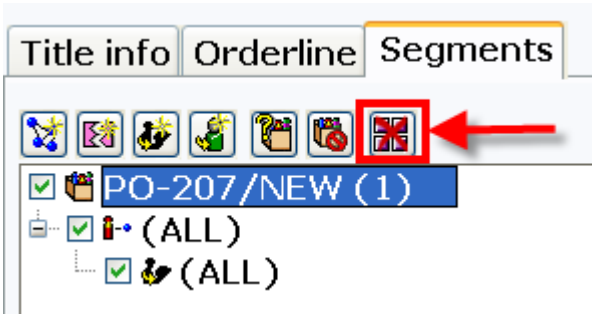
1. Within the **Orderline** tab of an order line using one of the order wizards, enter the Unit Price, a Quantity of 1, and any other necessary information.

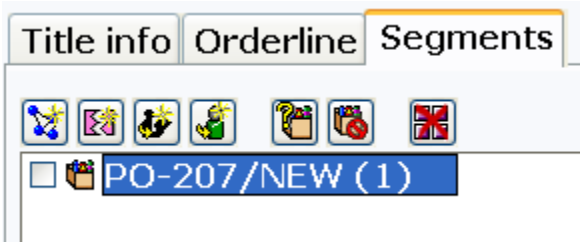


2. Click **Continue**.

3. Select the check box next to the current funding/distribution segment.

4. Click the *Delete a Segment* tool.

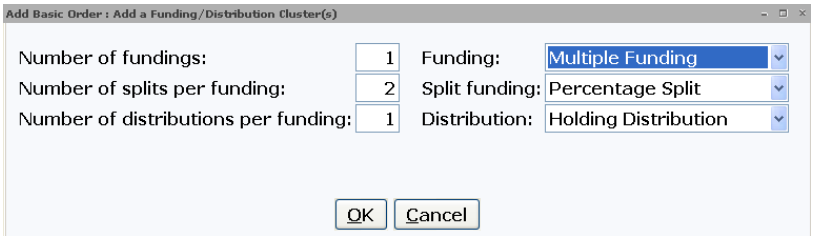




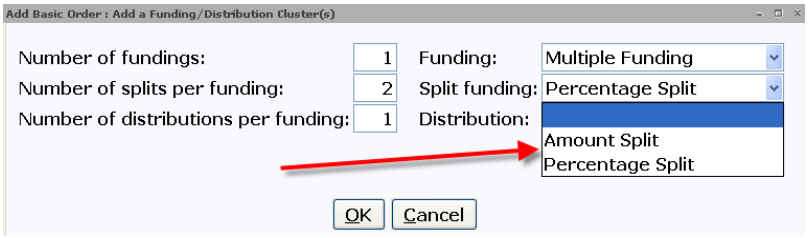
5. Click the *Add a Funding/Distribution Cluster* tool or press Alt+1.

6. In the Number of Funding field, type the number of funds to share the cost.

7. Using the Funding drop-down, select Multiple Funding.



8. Verify that "2" is set for the Number of Splits per Funding, and select either Amount Split or Percentage Split from the Split Funding list.



9. Verify the value of 1 for Number of Distributions Per Funding, and verify that Holding Distribution is in the Distribution drop-down.

10. Click **OK**.

11. In the Funded Quantity field, enter the value of 1.

12. Enter the first Fund ID for the fund you want to use to pay for this order.

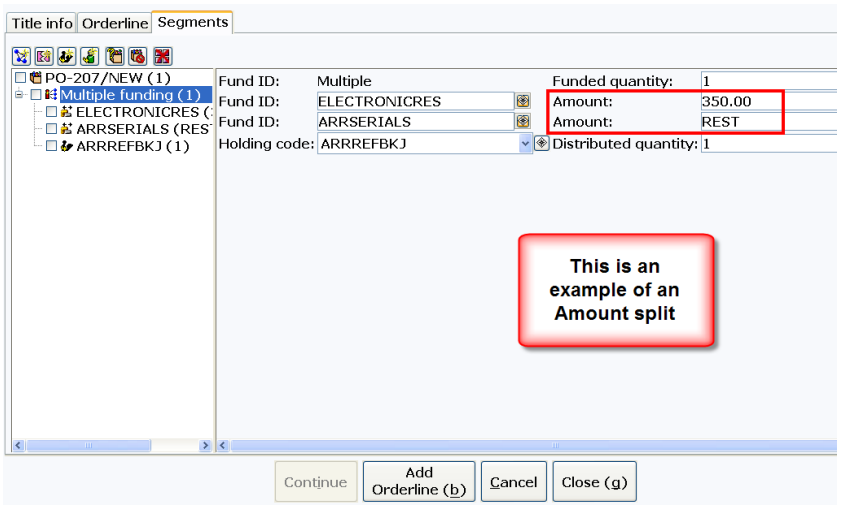
13. Enter the Amount or Percentage.

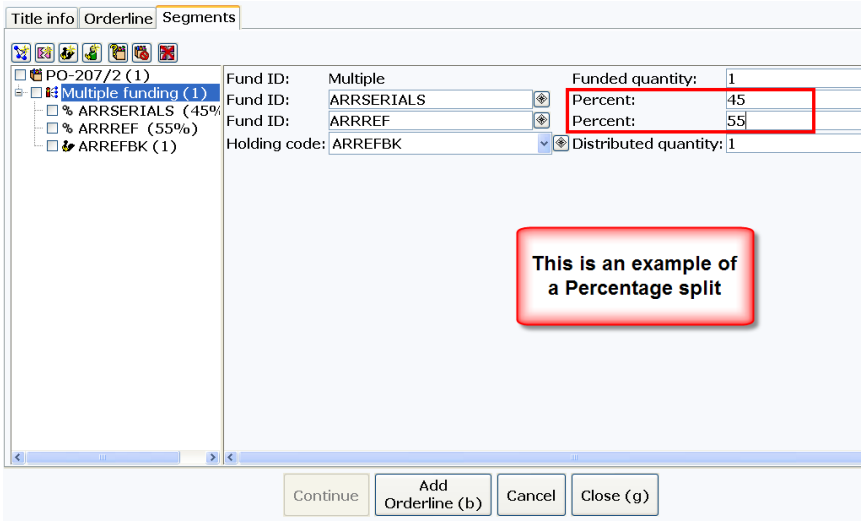
14. Enter the second Fund ID for the fund you want to use to pay for this order.

15. If you are using an Amount split, verify that REST is in the second Amount field. If you are using a Percentage split, enter the second percentage amount.

You are required to designate one fund as a "REST" fund. A fund with this designation will absorb any increases in costs as items are received and invoiced.

16. Select the Holding Code to use when loading the item records into your library's catalog (upon receipt of the titles).





17. Click **Add Orderline** or **Save Your Changes** depending on the wizard you are using.

You can use the *Add an Additional Split* tool to add another split to an existing funding segment.

For more information about working with funding segments, refer to the WorkFlows online Help topic "FAQs: Working with Funding Segments."

Adding a Holding Distributions

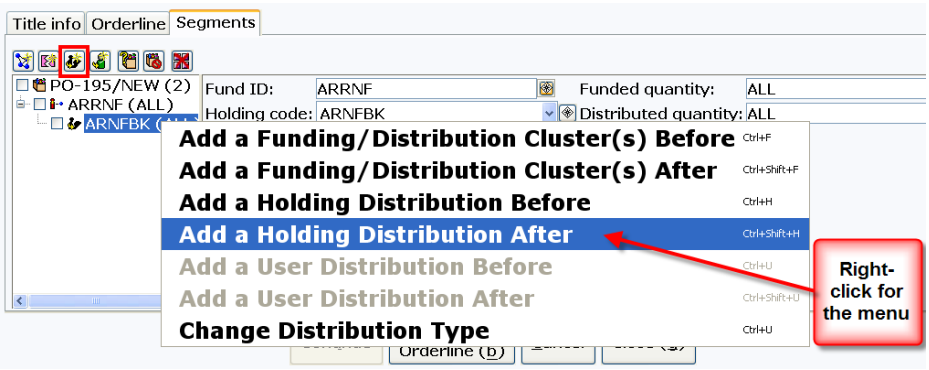
You can use the *Add a Holding Distribution* tool to create another holding distribution for an order line or right-click on the existing Holding code in the tree.

To add a holding distribution:

1. Within the **Orderline** tab of an order line using one of the order wizards, enter the Unit Price, a Quantity, and any other necessary information.

2. Click **Continue**.

3. Click the *Add a Holding Distribution* tool. You can also right-click on the existing Holding code to add a new one before or after it.



A new holding distribution appears as the distribution in the selected funding/distribution cluster.

A distribution always appears below the funding that "owns" the distribution. Also, within each funding/distribution segment, the total distributed quantity should equal the total funded quantity.

4. In the new Holding Code field, select a holding code from the drop-down.

5. In the new Distributed Quantity field, type the quantity to be distributed.

6. Adjust other distributed quantity values as required.

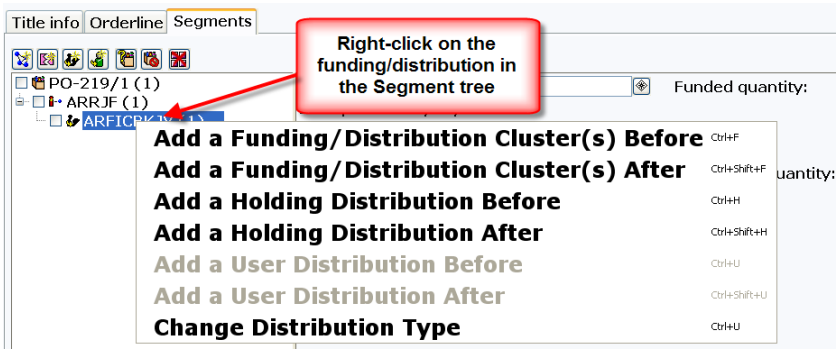
7. Click **Add Orderline** or **Save Your Changes** depending on the wizard you are using.

For more information about working with distribution segments, refer to the WorkFlows online Help topic "FAQs: Working with Distribution Segments."

Positioning Fundings/Distributions on the Segments Tab

When creating fundings and distribution segments for orders, sometimes it is desirable to control the order of fundings, and within each funding, to control the order of distributions. Libraries that have many fundings and distributions per order may prefer to maintain segments in alphabetical or some other locally-defined order. It is possible to insert new funding/distribution clusters and new distributions in a precise position by using one of two methods.

- Use the right-click method on a funding/distribution in the Segment tree and select a position from the shortcut menu.
- Select a funding/distribution in the Segment tree, press SHIFT+F 10, and select a position from the shortcut menu.



Using a shortcut method, you can do the following:

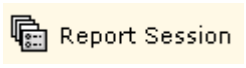
- Insert a new funding/distribution cluster
- Insert a new distribution
- Change a distribution type

For more information about positioning fundings/distributions on the **Segment** tab, refer to the WorkFlows online Help topic "Positioning Fundings/Distributions on the Segments Tab."

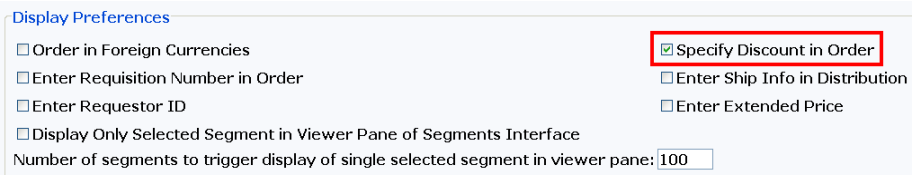
Applying a Fixed Discount to an Order

If the vendor applies a fixed discount to ordered items, the Session Settings wizard will allow you to display the discount field in the **Orderline** tab.

To establish a fixed discount in an order:

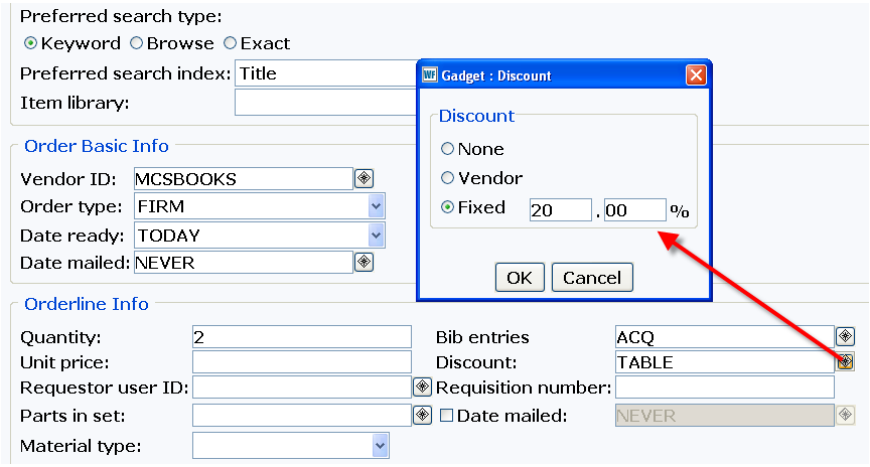
1. Click the *Session Settings* wizard. 

2. Within the Display Preferences area, select the Specify Discount in Order check box and click **OK**.



3. To establish the rate of the discount for all order lines, right-click the *Add Basic Order* wizard.

4. Using the *Discount* gadget, select the Fixed button and enter the percentage of the discount.



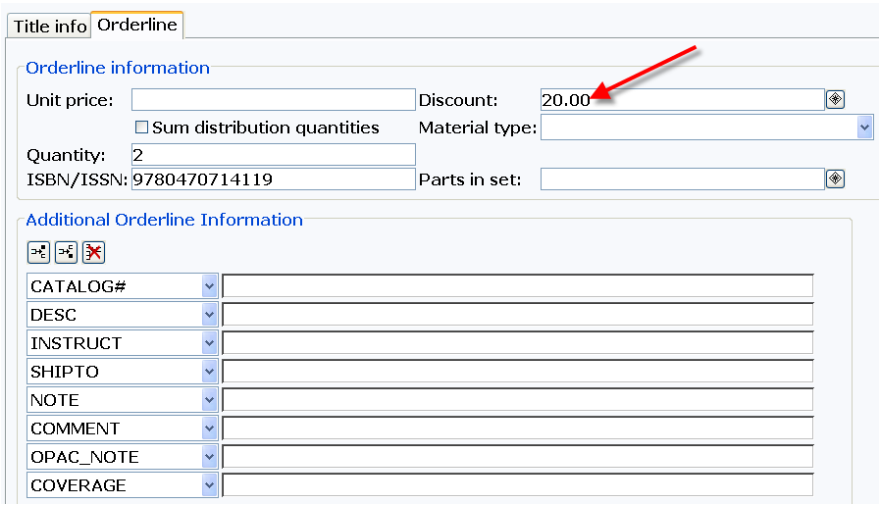
5. Click **OK**.

6. Click **OK**.

7. Click the *Add Basic Order* wizard.

8. Go through the steps of creating an order or adding an order line as previously discussed.

9. Within the **Orderline** tab of an order line enter the Unit Price, a Quantity, and any other necessary information.



10. Click **Continue**.

11. Enter the Fund ID for the fund you want to use to pay for this order. If you set the Fund ID in the property defaults, it displays here. Or click the gadget to display a list of funds.

12. Type the Funded Quantity for each fund if you have multiple fund segments. Accept the default of ALL if you only have one fund segment.

13. Select the Holding Code to use when loading the item records into your library's catalog (upon receipt of the titles). The code represents the library and location, item type, and item categories. If you set the Holding Code in the property defaults, it displays here.

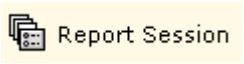
14. Enter the Distributed Quantity for each code if you have multiple holding code segments. Accept the default of ALL if you only have one holding code segment.

15. Click **Add Orderline** or **Save Your Changes** depending on which wizard you are using.

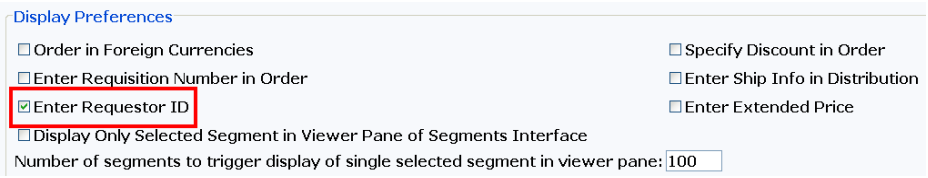
Ordering Staff Requested Titles

Some libraries may take staff or faculty requests and will want to track the selector's request when ordering titles. For materials requested or selected by faculty or staff that will be added to the library's collection, a Requestor ID field can be used in the **Orderline** tab. For materials ordered through the library for a user's personal collection, a user distribution can be used in the **Segments** tab.

To enter a requestor ID in an order line:

1. Click the *Session Settings* wizard. 

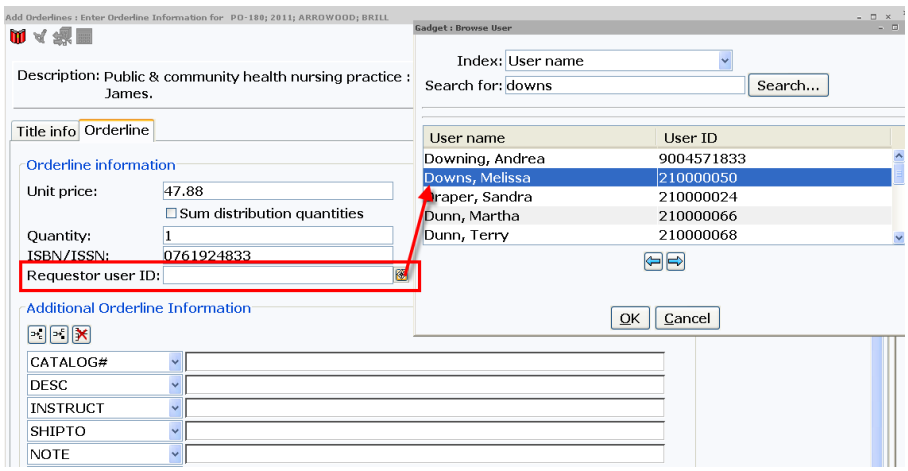
2. Within the Display Preferences area, select the Enter Requestor ID check box and click **OK**.



3. Go through the steps of creating an order or adding an order line as previously discussed.

4. Within the **Orderline** tab of an order line enter the Unit Price, Quantity, and any other necessary information.

5. Using the *Requestor User ID* gadget, search for and select the staff member who has requested the title.



6. Highlight the user record and click **OK**.

You can also put a note in the Additional Orderline Information indicating that this was requested by staff. Additional Orderline Information will print on workslips.

7. Click **Continue**.

8. Enter the Fund ID for the fund you want to use to pay for this order. If you set the Fund ID in the property defaults, it displays here. You can also click the gadget to display a list of funds.

9. Type the Funded Quantity for each fund if you have multiple fund segments. Accept the default of ALL if you only have one fund segment.

10. Select the Holding Code to use when loading the item records into your library's catalog (upon receipt of the titles). The code represents the library and location, item type, and item categories. If you set the Holding Code in the property defaults, it displays here.

11. Enter the Distributed Quantity for each code if you have multiple holding code segments. Accept the default of ALL if you only have one holding code segment.

12. Click **Add Orderline** or **Save Your Changes** depending on which wizard you are using.

To inform staff members about the status of the order, use the User Order/Request Notice report in the Acquisition group of reports.

To change holding distribution to user distribution:

1. Go through the steps of creating an order or adding an order line as previously discussed.

2. Within the **Orderline** tab of an order line enter the Unit Price, a Quantity, and any other necessary information.

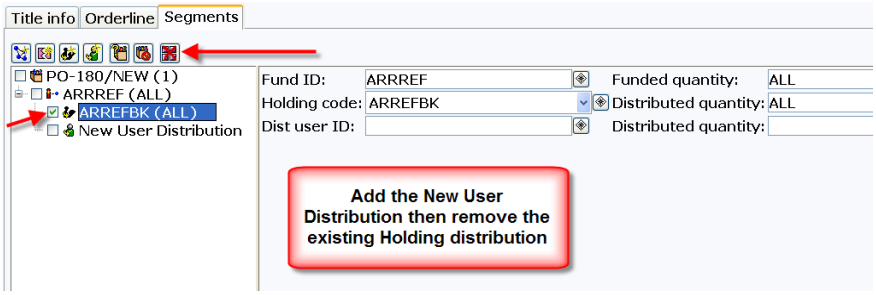
3. Click **Continue**.

4. Enter the Fund ID for the fund you want to use to pay for this order. If you set the Fund ID in the property defaults, it displays here. Or click the gadget to display a list of funds.

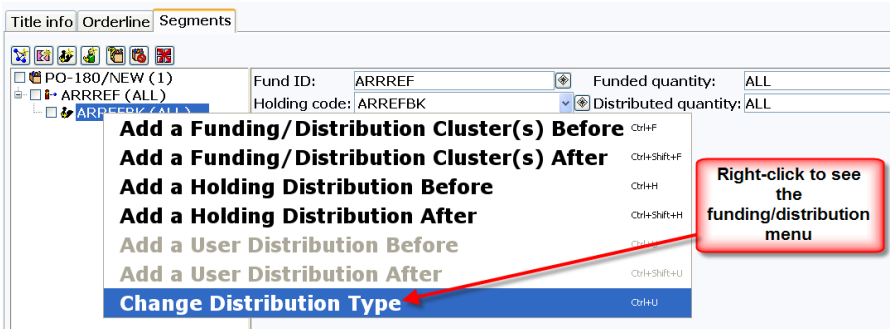
5. Type the Funded Quantity for each fund if you have multiple fund segments. Accept the default of ALL if you only have one fund segment.

6. To replace the holding distribution with a User Distribution, do one of the following:

   - Click the *Add a User Distribution* tool, select the box next to the existing Holding distribution, and click the *Delete a Segment* tool.



   - Right-click on the existing Holding distribution and select **Change Distribution Type**.



7. Using the *Dist User ID* gadget, search for and select the staff member who has requested the title.

8. Click **Add Orderline** or **Save Your Changes** depending on which wizard you are using.

To produce notices indicating that the materials ordered through the library for a user's personal collection have been received and are ready for pickup, use the User Order Distribution Notice. This report will also close user distribution orders and updates the Date Loaded of an order line.

Display Preferences for Orders

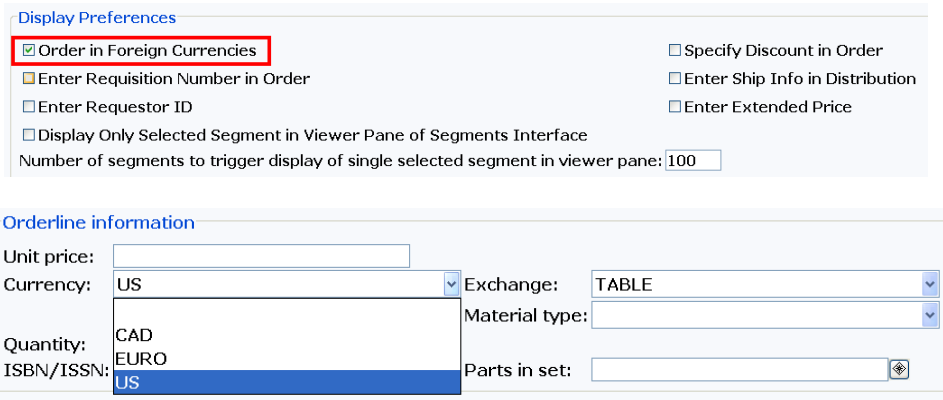
The *Session Settings* wizard allows staff to select property settings for a range of wizards during the client session. The Display Preferences pertaining to the creation and modification of orders include the following:

- Ordering in foreign currencies
- Entering requisitions numbers
- Entering requestor IDs
- Specifying discounts in an order
- Entering shipping information in the distribution
- Entering the extended price
- Displaying only selected segments within the viewer pane of the **Segments** tab

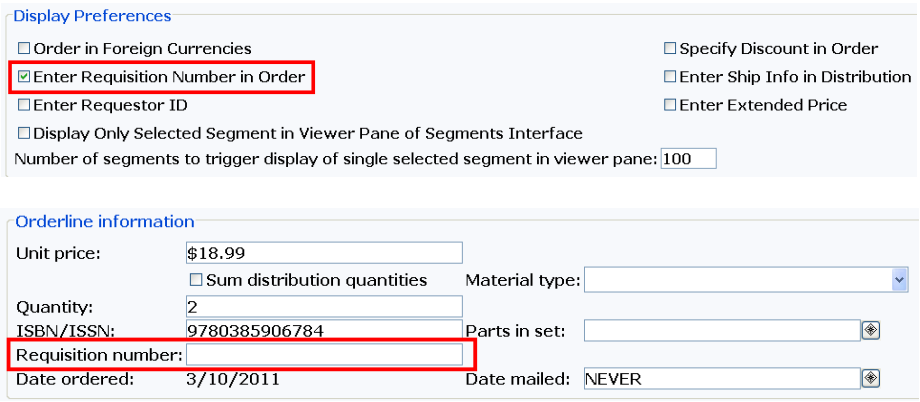
By selecting a display preference, extra values can be added to the order line or the segments information for the title.

The values in the Session Settings behave in the same way that wizard properties behave. If you save properties when exiting, your Session Settings are saved for use in the next client session.

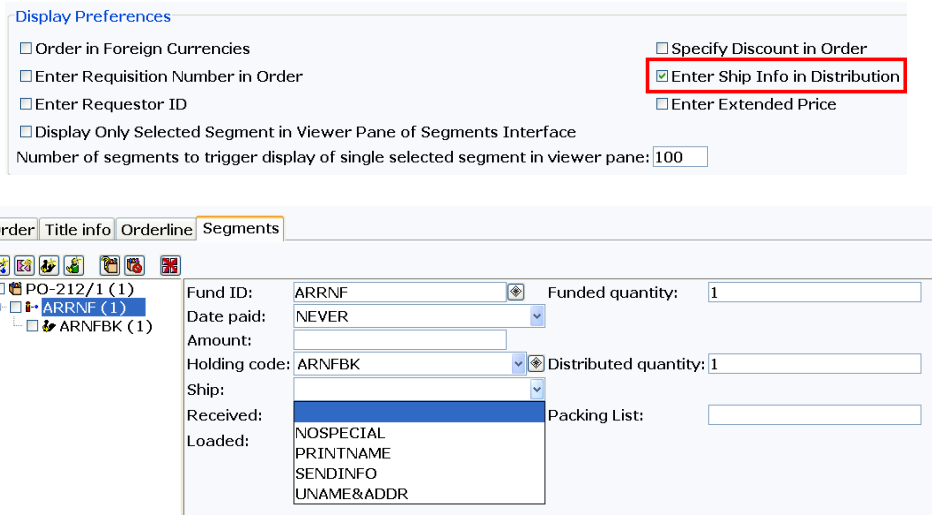
Below is an example of ordering in foreign currencies:



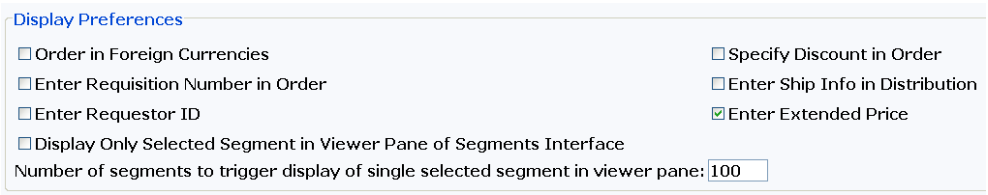
Below is an example of entering requisition numbers:

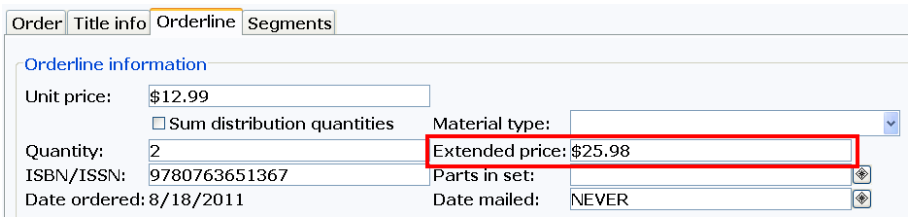


Below is an example of entering shipping information:



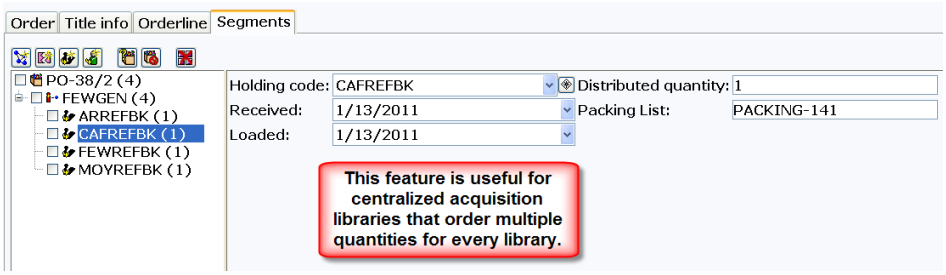
Below is an example of entering the extended price:





Below is an example of displaying only selected segments:

Display Preferences
Order in Foreign Currencies
Enter Requisition Number in Order
Enter Requestor ID
Display Only Selected Segment in Viewer Pane of Segments Interface
Specify Discount in Order
Enter Ship Info in Distribution
Enter Extended Price
Number of segments to trigger display of single selected segment in viewer pane: 100


Order
Title info
Orderline
Segments
PO-38/2 (4)
FEWGEN (4)
ARREFBK (1)
CAFREFBK (1)
FEWREFBK (1)
MOYREFBK (1)
Holding code: CAFREFBK
Distributed quantity: 1
Received: 1/13/2011
Packing List: PACKING-141
Loaded: 1/13/2011
This feature is useful for centralized acquisition libraries that order multiple quantities for every library.

Using Order Maps

Frequently, acquisitions departments, particularly in consortia, order the same number of copies over and over again, but the copies may always be funded and/or distributed the same way each time. The Order Map policy lets you create templates for common funding and distribution patterns for a given number of copies ordered.

When creating an order, you can use the *Replace Fundings & Distributions* helper to simply select an appropriate order map template to create fundings and distributions for a set number of ordered copies in a single step. You can also turn on the quantity mapping property which will automatically select an order map based on the quantity ordered.

To use order maps, the policy must be setup in acquisitions configuration.

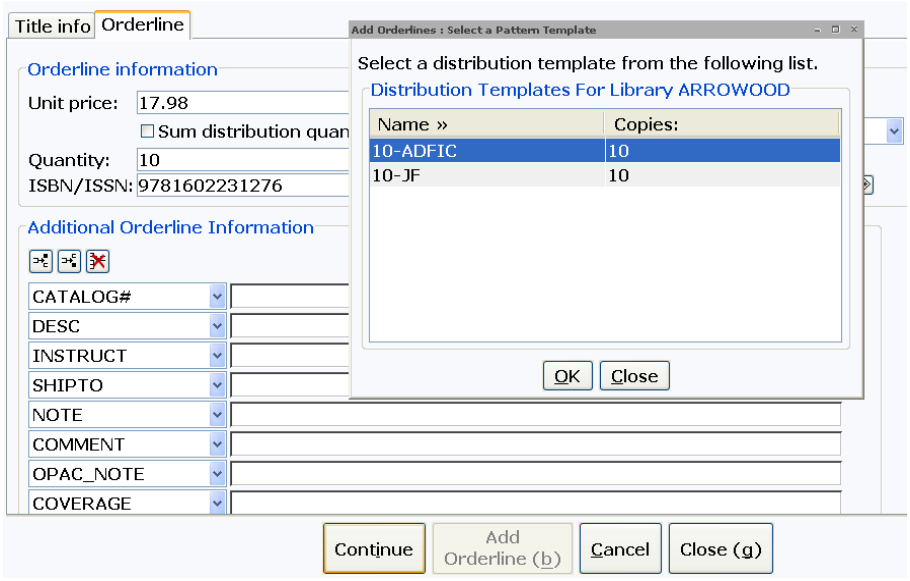
To apply an order map to your order line:

1. Within the **Orderline** tab of an order line using one of the order wizards, enter the Unit Price, Quantity, and any other necessary information.

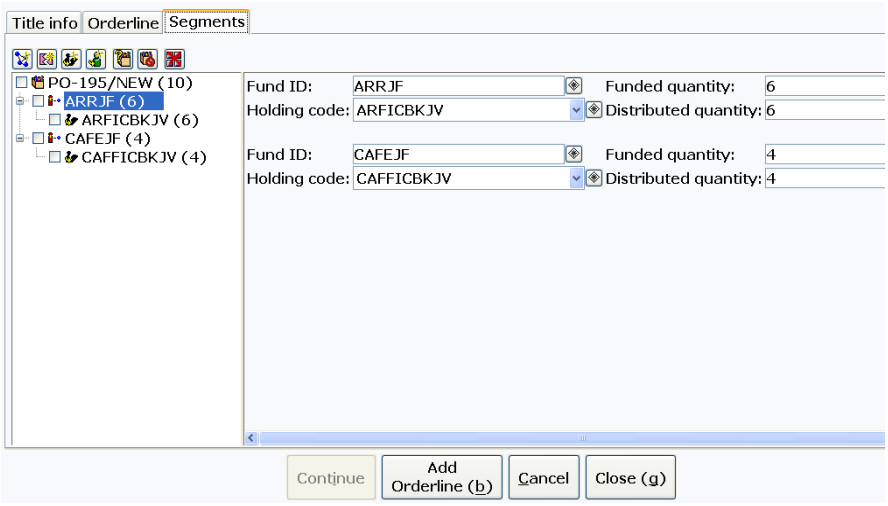
2. Click **Continue**.

3. Perform one of the following actions:

   - If the Use Quantity Matching for Order Maps property is selected, and you have ordered a quantity matching an existing order map, those defaults will display. If you have ordered a quantity matching more than one existing order map, select the appropriate one from the list and click **OK**.



- If the list of distribution templates did not appear, click the *Replace Fundings & Distributions* helper. Select the appropriate one from the list and click **OK**.



4. Make any necessary changes and click **Add Orderline** or **Save Your Changes** depending on the wizard you are using.

For instructions on how to create order maps, refer to page 265 in this training guide.

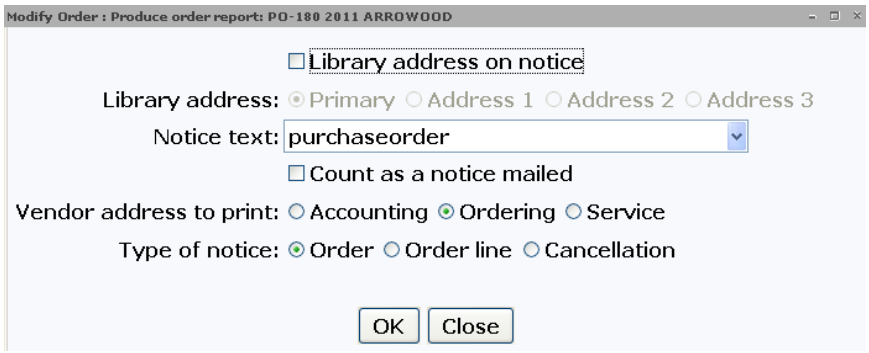
Printing a Single Purchase Order

You may order only a few titles with a particular vendor occasionally. After you have created an order you can create a single purchase order for that vendor. It can be printed then mailed or faxed to a vendor using the *Produce Order Report* helper after completing an order. This helper can be found in the *Add Basic Order, Add Dated Order, Add Recurring Order, Add Orderlines*, or *Modify Order* wizards.

The helper behaves similarly to the Print Specific Orders report except that the helper will not automatically email the vendor the purchase order.

To create a single purchase order upon completion of an order:

1. Within the **Orderlines** tab of an order, click the *Produce Order Report* helper.



2. Make any necessary selections for the report notice format such as Count as a Notice Mailed.

3. Click **OK**.

4. A confirmation window appears. Click **OK**.

5. To view and/or print the report, click the *View Order Reports* helper.

6. Click **OK**.

7. Click **View**.

8. If you do not want to print the log of the report, unselect the View Log check box and click **OK**.

```
Please ship the items listed below.  The purchase order number printed
above must appear on all invoices, shipping papers, packages, labels,
bills of lading, etc.

Thank you for your prompt attention to this order.

  1.  copies:1        unit price:$23.89             discount:$0.00
      parts:                                  extended price:$23.89
   ISBN/ISSN:9780345485755
      Personal Author:Berry, Steve, 1955-
      Title:The Alexandria link : a novel / Steve Berry.
      Publication info:New York : Ballantine Books c2007.

  2.  copies:1        unit price:$18.99             discount:$0.00
      parts:                                  extended price:$18.99
   ISBN/ISSN:9781400044733
      Personal Author:Némirovsky, Irène, 1903-1942.
      Title:Suite française / Irène Némirovsky ; translated
                        by Sandra Smith.
      Edition:1st North American ed.
      Publication info:New York : Alfred A. Knopf : Distributed by Random
                        House, 2006.

  3.  copies:2        unit price:$25.99             discount:$0.00
      parts:                                  extended price:$51.98
   ISBN/ISSN:9780470648285
      Personal Author:Handley, Ann.
      Title:Content rules : how to create killer blogs,
                        podcasts, videos, ebooks, webinars (and more) that
                        engage customers and ignite your business / Ann
                        Handley & C.C. Chapman.
      Publication info:Hoboken, N.J. : Wiley, c2011.

  4.  copies:10       unit price:$17.98             discount:$0.00
      parts:                                  extended price:$179.80
   ISBN/ISSN:9781602231276
      Personal Author:Vanasse, Deb.
      Title:Lucy's dance / by Deb Vanasse ; illustrations by
                        Nancy E. Slagle.
      Publication info:Fairbanks : University of Alaska Press, 2011.
```

9. When you are finished with the report, click the **X** at the top right of the screen.

You may also use the *Modify Order* wizard to print a single purchase order after you have created the order.

10. Click **Close**.

11. Click **Close** to close the wizard.

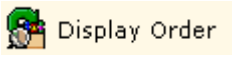
Displaying an Order

Display Order Wizard

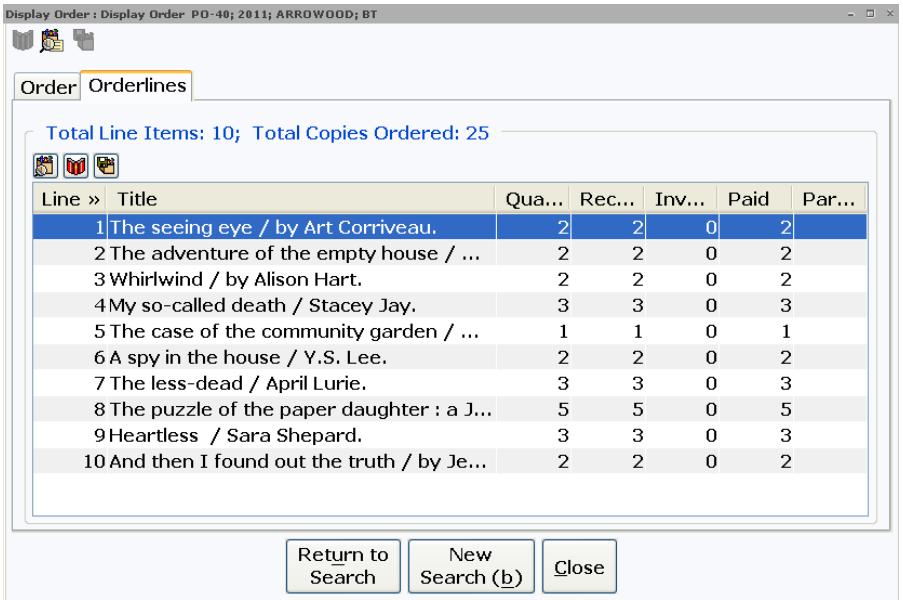
The *Display Order* wizard lets you review an existing order. You can use multiple lookup options with the *Display Order* wizard, based on either bibliographic or order information.

To display an order:

1. Within the Orders group of wizards, click the *Display Order* wizard.



2. Search for an order. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Display Order**.



3. If there are multiple order lines, select the order line you want to see more detail for, and click the *Display Orderline* tool.

4. Click **Close** in the first and second windows to exit the display.

Displaying an Order in e-Library

When an open order with a valid holding distribution segment has been ordered, information displays in the public access catalog when the detailed item information is displayed.

Below is a title currently on-order:

Item Information Catalog Record

Title	**Content rules : how to create killer blogs, podcasts, videos, ebooks, webinars (and more) that engage customers and ignite your business**
Author	Handley, Ann.
Publisher:	Wiley,
Pub date:	c2011.
Pages:	xxii, 282 p. :
ISBN:	9780470648285
Item info:	No copies available in any library.

Holdings

E. A. Arrowood Foundation Library	**Copies**	**Material**	**Location**
658.872	NONE		

2 order(s)

Library	Copies	Status	Parts
E. A. Arrowood Foundation Library	1	ON-ORDER	
Charles P. Few Free Library	1	ON-ORDER	

The status changes when the item is received in SirsiDynix Symphony:

Item Information Catalog Record

Title	**Content rules : how to create killer blogs, podcasts, videos, ebooks, webinars (and more) that engage customers and ignite your business**
Author	Handley, Ann.
Publisher:	Wiley,
Pub date:	c2011.
Pages:	xxii, 282 p. :
ISBN:	9780470648285
Item info:	No copies available in any library.

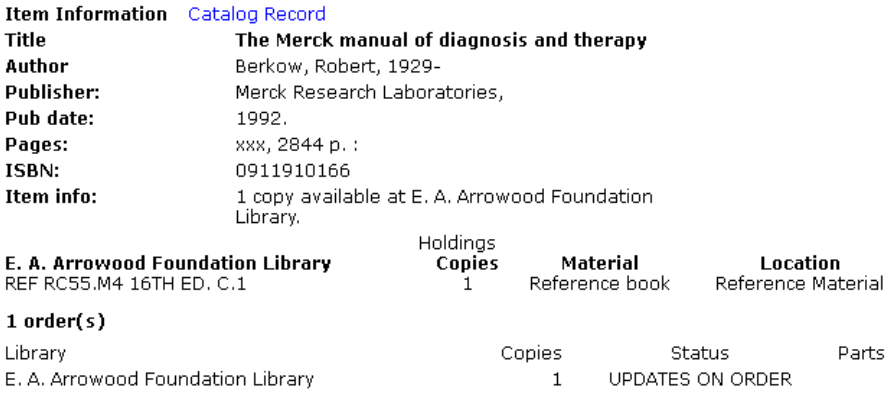
Holdings

E. A. Arrowood Foundation Library	**Copies**	**Material**	**Location**
658.872	NONE		

2 order(s)

Library	Copies	Status	Parts
E. A. Arrowood Foundation Library	1	RECEIVED	
Charles P. Few Free Library	1	RECEIVED	

Below is how a standing order displays in the online public access catalog:



Item Information Catalog Record

Title	**The Merck manual of diagnosis and therapy**
Author	Berkow, Robert, 1929-
Publisher:	Merck Research Laboratories,
Pub date:	1992.
Pages:	xxx, 2844 p. :
ISBN:	0911910166
Item info:	1 copy available at E. A. Arrowood Foundation Library.

Holdings

E. A. Arrowood Foundation Library	**Copies**	**Material**	**Location**
REF RC55.M4 16TH ED. C.1	1	Reference book	Reference Material

1 order(s)

Library	Copies	Status	Parts
E. A. Arrowood Foundation Library	1	UPDATES ON ORDER	

Modifying an Order

The *Modify Order* wizard lets you make changes to existing orders. Certain changes are immediately reflected in the appropriate vendor and fund records. Some fields may be changed at the workstation, but may also be updated when reports are run.

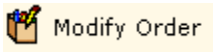
In addition to changing order fields, you can use the *Modify Order* wizard to perform a number of receiving, paying, and processing functions such as:

- Mark specific copies and parts/volumes as received on a certain date and on a named packing list.
- Pay for an order by entering a paid date and amount in the appropriate fields on the **Segments** tab.
- Mark specific copies and parts/volumes as loaded into the catalog. Setting this date does not add call number and copy holdings to the catalog. Changing this date loaded from NEVER to a real date only marks a Distribution segment as closed, so the catalog no longer displays the ON-ORDER status.
- Create a cancellation segment for a title that will not be published or must be acquired from a different vendor.

For more information about working with orders once they have been created, refer to the WorkFlows online Help topic “FAQs: Modifying an Order.”

To modify an existing order:

1. Within the Orders group of wizards, click the *Modify Order* wizard.

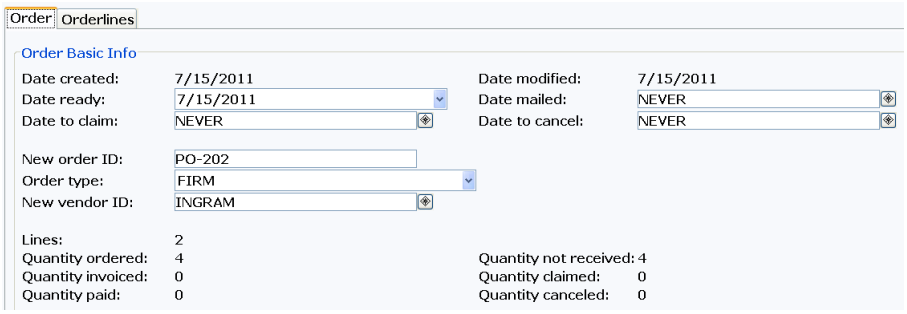


2. Search for an order. You can search by order or catalog information. If more than one record displays, double-click the order or highlight it and click **Modify Order**.

3. Double-click the order line you want to modify it or highlight it and click the *Modify Orderline* tool.

4. After you have made changes, click **Save Your Changes** to return to the **Orderlines** tab.

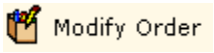
5. If you want to modify basic order information, click the **Order** tab and edit the appropriate fields.



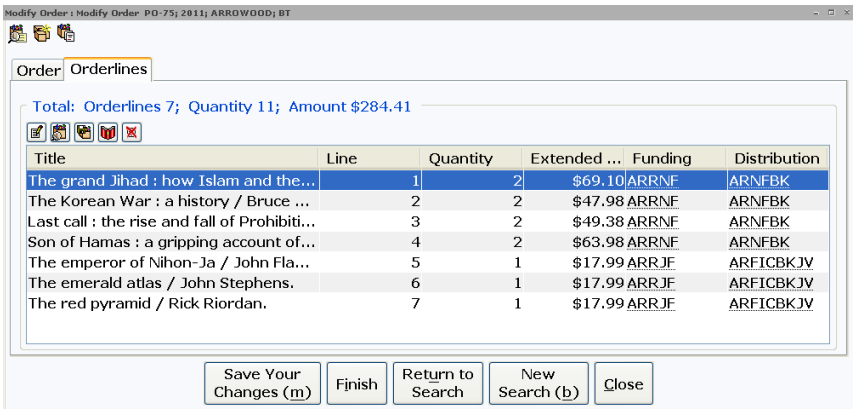
6. Click **Save Your Changes** to save the record or click **Finish** to save your changes and mark the order as ready to go to the vendor.

Creating a Cancellation

1. Within the Orders group of wizards, click the *Modify Order* wizard.



2. Search for an order. You can search by order or catalog information. If more than one record displays, double-click the order or highlight it and click **Modify Order**.



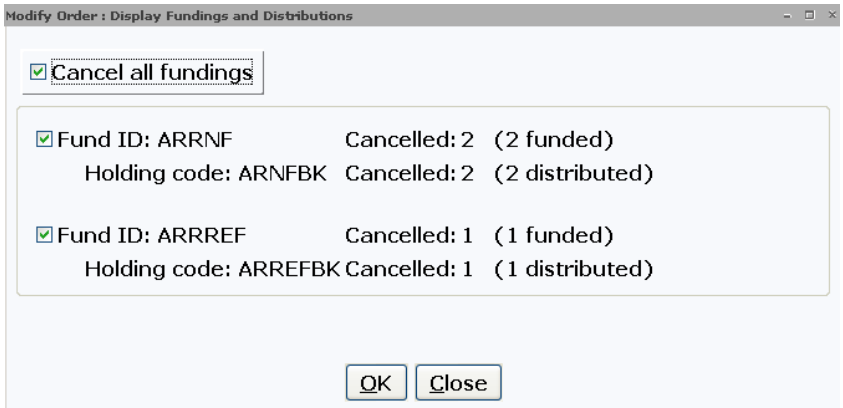
3. Double-click the order line you want to modify it or highlight it and click the *Modify Orderline* tool.

4. Click the **Segments** tab.

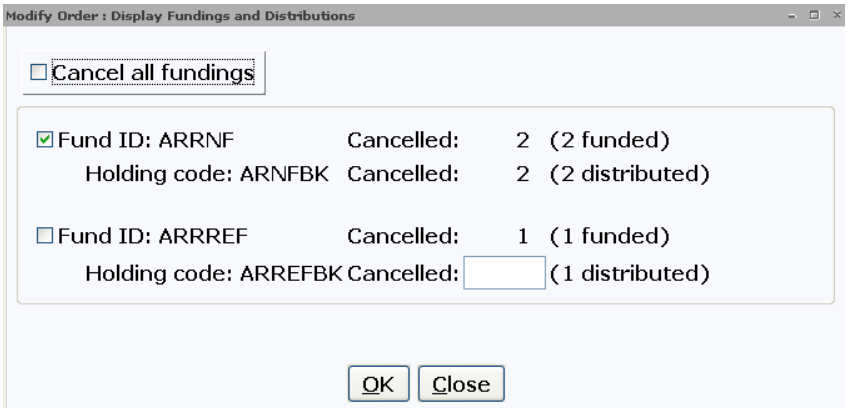
5. Click the *Add a Cancellation* tool.

6. Do one of the following:

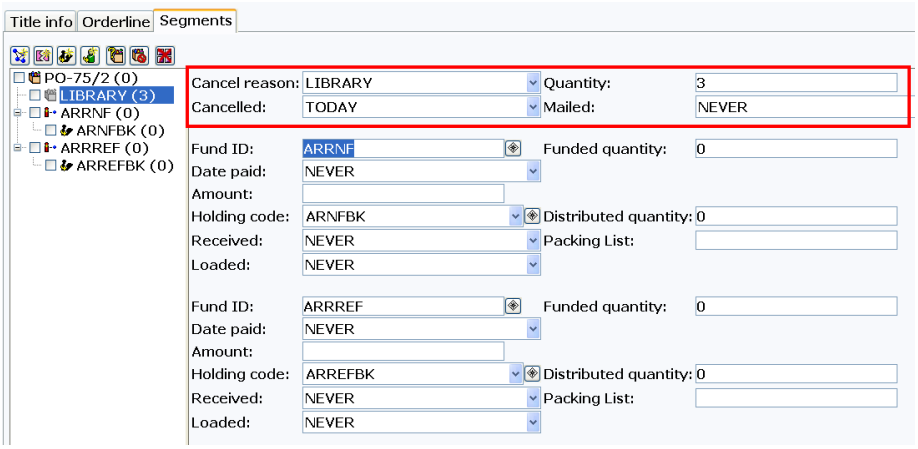
   - To cancel an entire order line, select the Cancel All Fundings check box.



- To cancel part of an order line, select the check boxes next to the funding and distributions.



7. Click **OK**.



8. Click **Save Your Changes** to save the record.

For more information about cancellation segments, refer to the WorkFlows online Help topic “FAQs: Working with Cancel Segments.”

Duplicating an Order

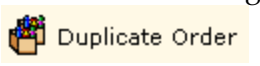
The *Duplicate Order* wizard creates a new order by copying an existing order line into an entirely new order, or to an existing order.

You can use the *Duplicate Order* wizard to:

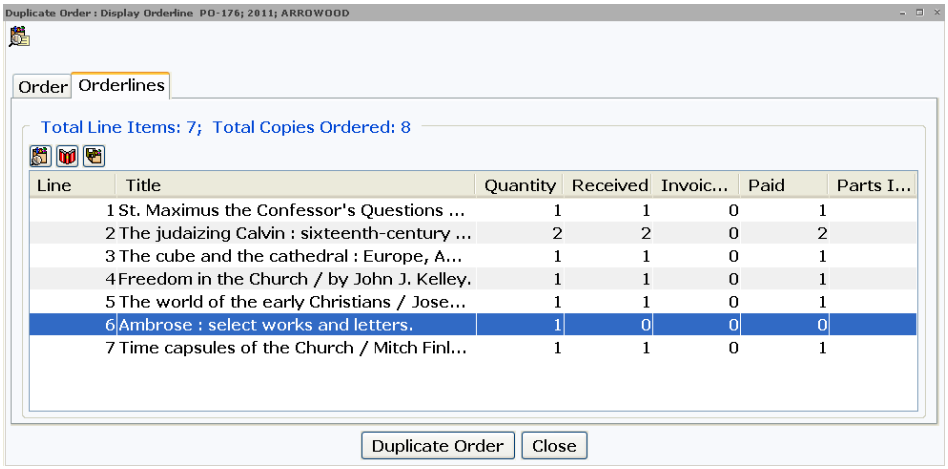
- Copy an existing order with one line item into a new order.
- Copy an order line from one order to another.
- Rollover a standing order to a new fiscal cycle keeping the same order number.

To duplicate an order:

1. Within the Orders group of wizards, click the *Duplicate Order* wizard.



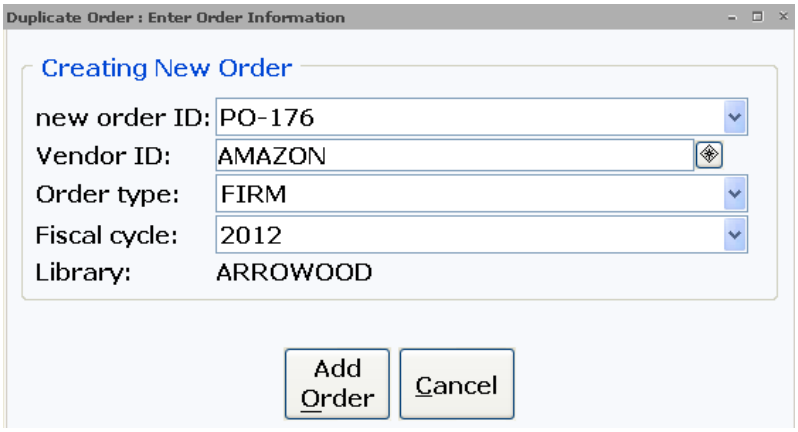
2. Search for an order. You can search by order or catalog information. If more than one record displays, double-click the order or highlight it and click **Duplicate Order**.



3. Select an order line and click **Duplicate Order**.

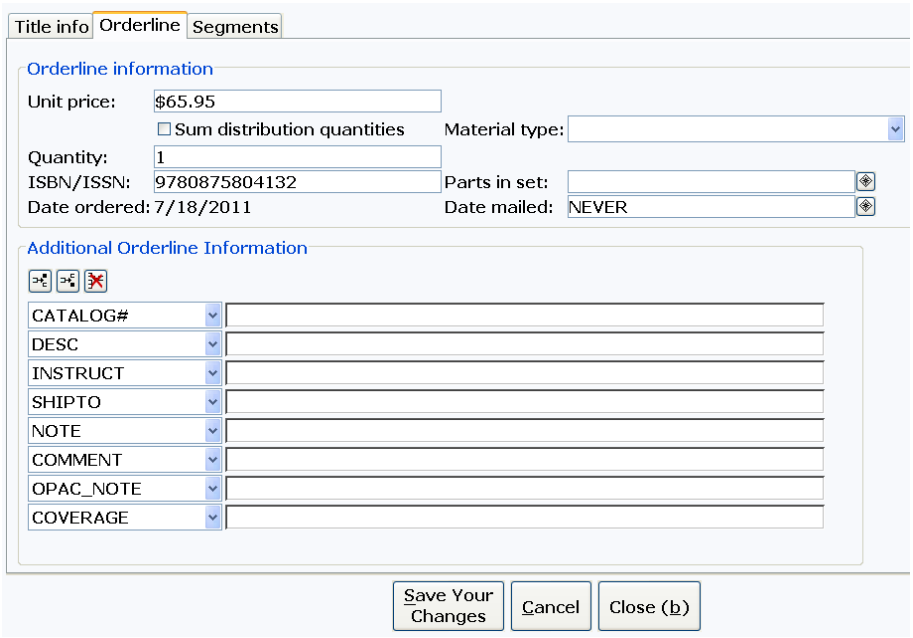
4. Type a New Order ID or select AUTO.

5. Modify the Vendor ID, Order Type, and Fiscal Cycle as needed.



6. Click **Add Order**.

7. Modify the necessary order line information.



8. Modify any information on the **Segments** tab if needed.

9. When finished, click **Save Your Changes**.

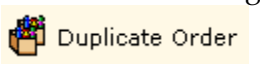
10. Click **Close**.

Duplicating an Order with Multiple Order Lines

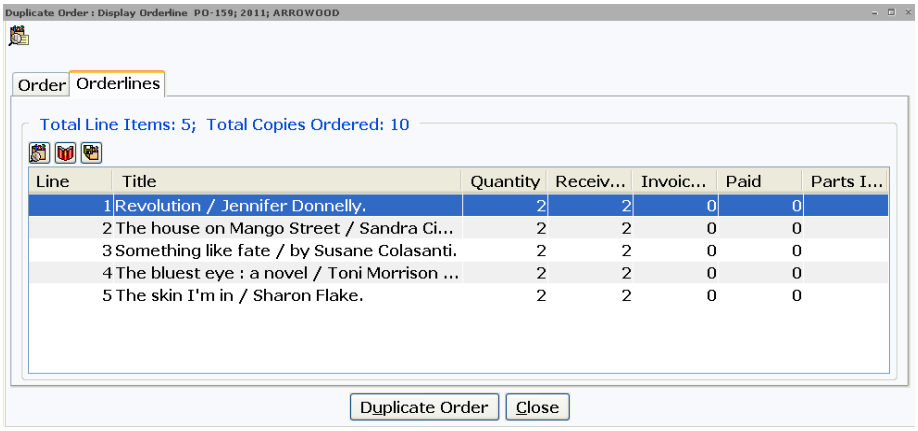
If the order you want to duplicate has multiple order lines, you must duplicate each line separately.

To duplicate an order with multiple order lines:

1. Within the Orders group of wizards, click the *Duplicate Order* wizard.



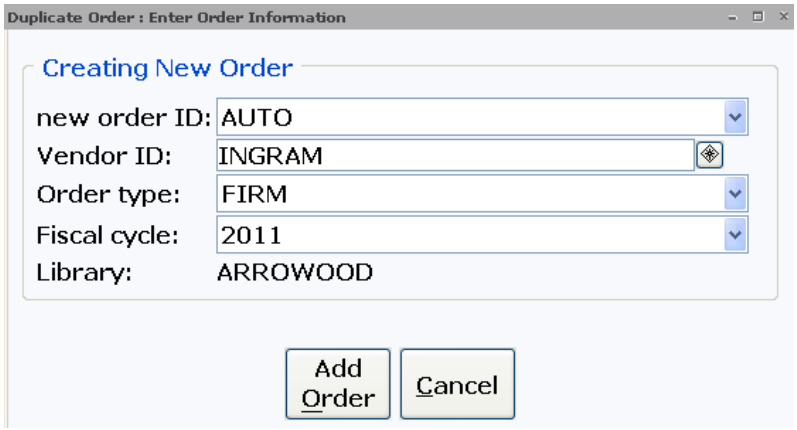
2. Search for an order. You can search by order or catalog information. If more than one record displays, double-click the order or highlight it and click **Duplicate Order**.



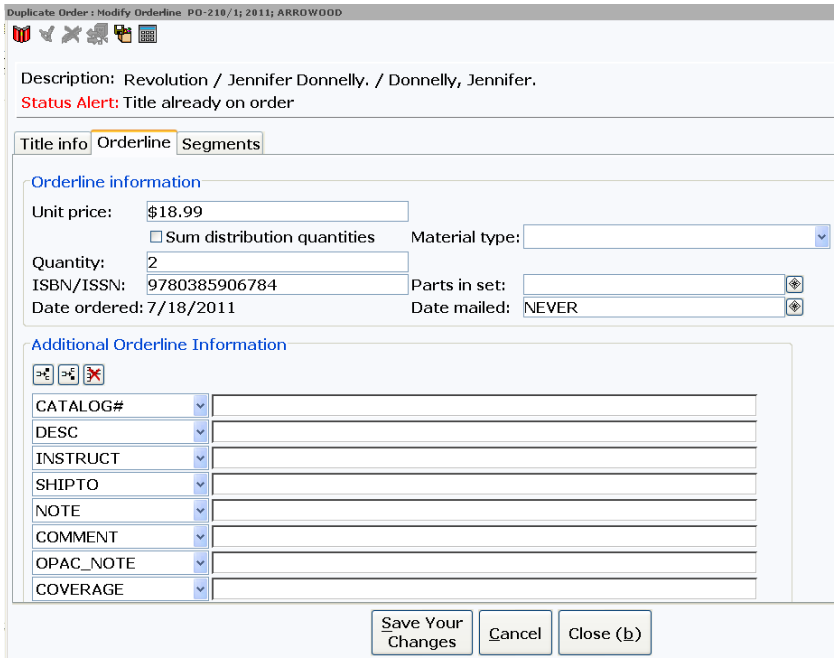
3. Select the order line, and click **Duplicate Order**. The Enter Order Information window appears.

4. Type a New Order ID or select AUTO.

5. Modify the Vendor ID, Order Type, and Fiscal Cycle as needed.



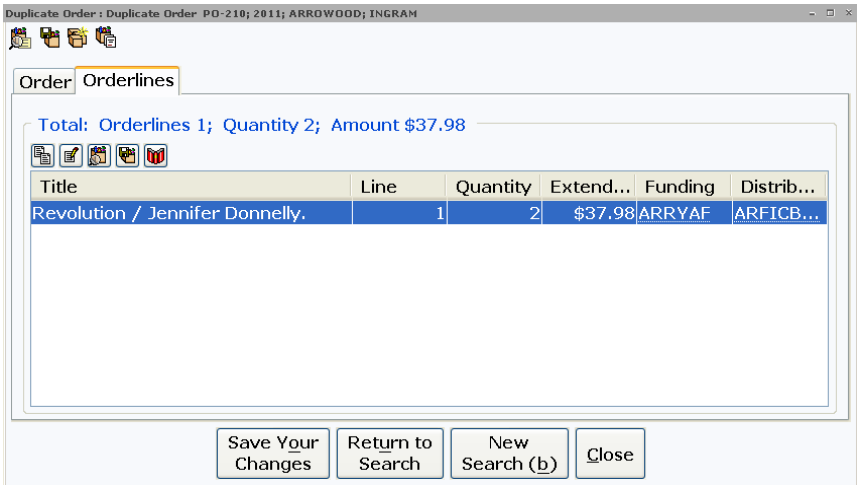
6. Click **Add Order**.



7. Modify the necessary order line information.

8. Modify any information on the **Segments** tab if needed.

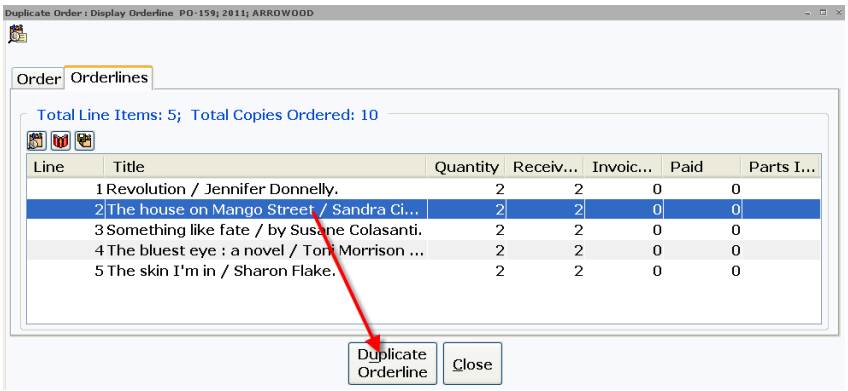
9. When finished, click **Save Your Changes**. The duplicate order appears with summary information about the order and all of its order lines.



10. Click the *Duplicate Orderline* tool.

11. Search for the original order and click **Duplicate Order**.

12. Select the order line, and click **Duplicate Orderline**.



13. Repeat steps 9 – 12 for each additional order line until the order is complete.

14. When you are finished duplicating all of the order lines and the order is complete, click **Close**.

Deleting an Order

The *Delete Order* wizard lets you remove a single order line or an entire order record. When removing order lines the lines must be eligible for deletion. Orders that have been paid or linked to an invoice cannot be removed.

If an order line is linked to an on-order title hold, the system will display a warning message. You will have the option to continue deleting the order line or return to the **Orderline** tab without deleting. If you remove the last order line of an order, the order is also removed.

If you created temporary title records or items for an order line you want to remove, you must delete the title and item records separately through cataloging. Deleting and order only removes the order record.

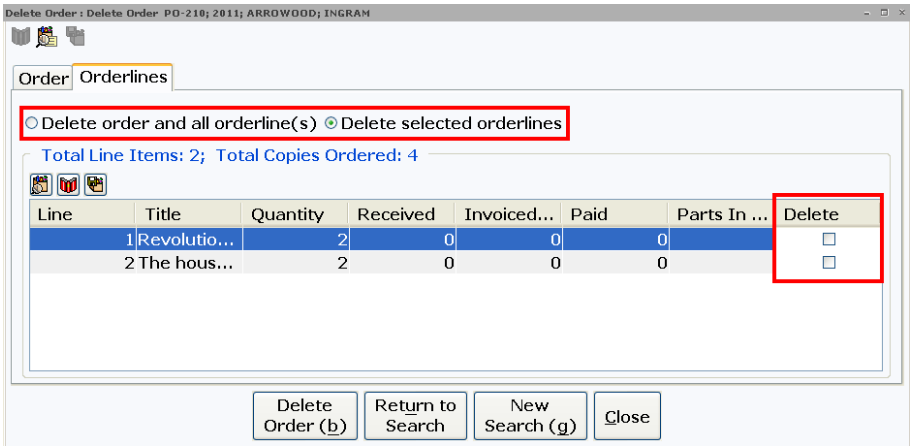
To delete multiple order lines:

1. Within the Orders group of wizards, click the *Delete Order* wizard.

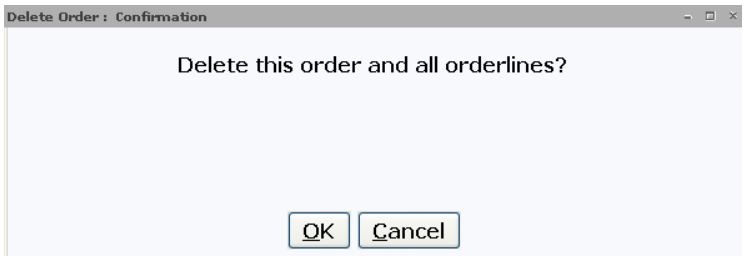
2. Search for an order. You can search by order or catalog information. If more than one record displays, double-click the order or highlight it and click **Delete Order**.

3. Select **Delete Order and All Orderlines** if you want to remove the entire order record.

4. Select **Delete Selected Orderlines** if you want to choose which lines you remove. Click the check box next to each order line you want to remove if you select this option.



5. Click **Delete Order**.



6. Click **OK** to confirm your deletion.

7. Click **OK**.

8. Click **Close** to exit the window.

If the order you're deleting only has one order line you can bypass steps five and six.

If you want to retain the order history for this title, cancel the order line using the steps detailed on page 116.

Receiving Orders

You can receive part of an order or the entire order in full. You use the *Receive Orders* wizard to enter the information from the packing list. Symphony then updates the Received and Packing List fields in each line item of the order record.

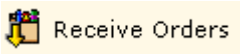
In this section you learn to:

- Receive select and partial order lines.
- Batch receive firm orders.
- Receive a dated order .
- Receive a recurring order.
- Unreceive an order line.

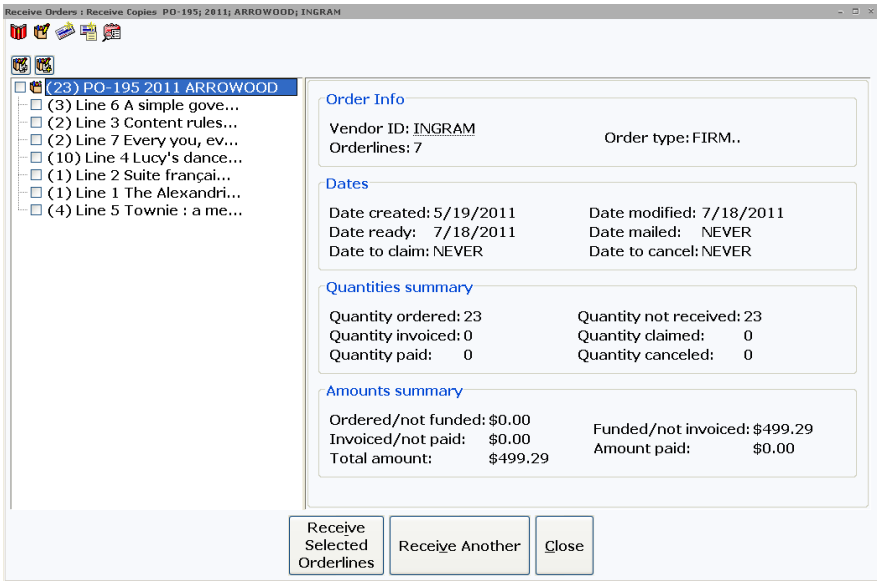
Receiving Select and Partial Order Lines

If you have received a partial shipment of an order, use the *Receive Orders* wizard to enter the information from the packing list. Partially receiving an order will only affect those titles that have been shipped from the vendor. You can go back at a later point to receive the remainder of the order as it comes from the vendor.

To receive a partial order:

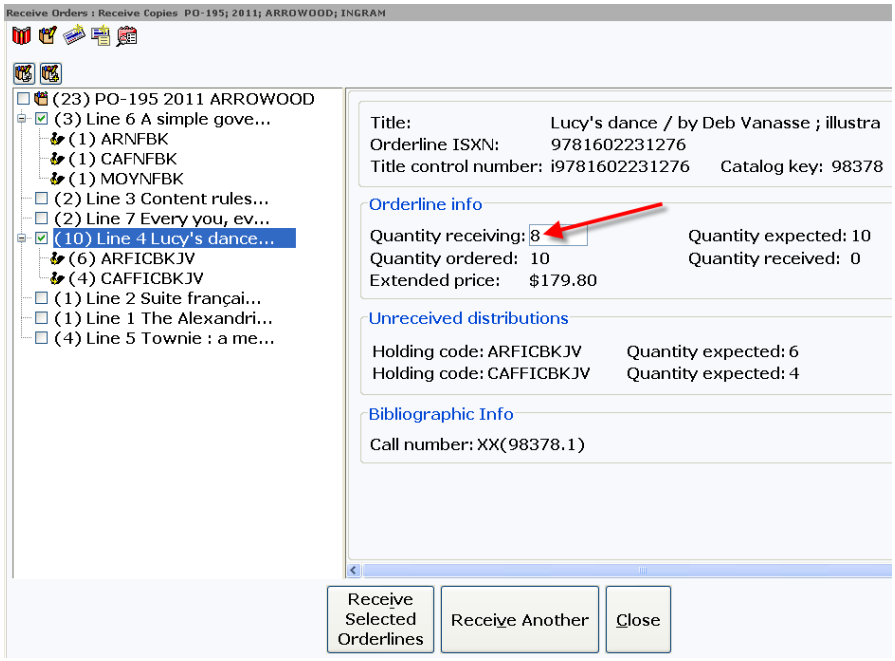
1. Within the Orders group of wizards click the *Receive Orders* wizard.


2. Search for the order you want to receive. You can search by order or cataloging information. If more than one record displays, double-click the order or highlight it and click **Receive Orders**.



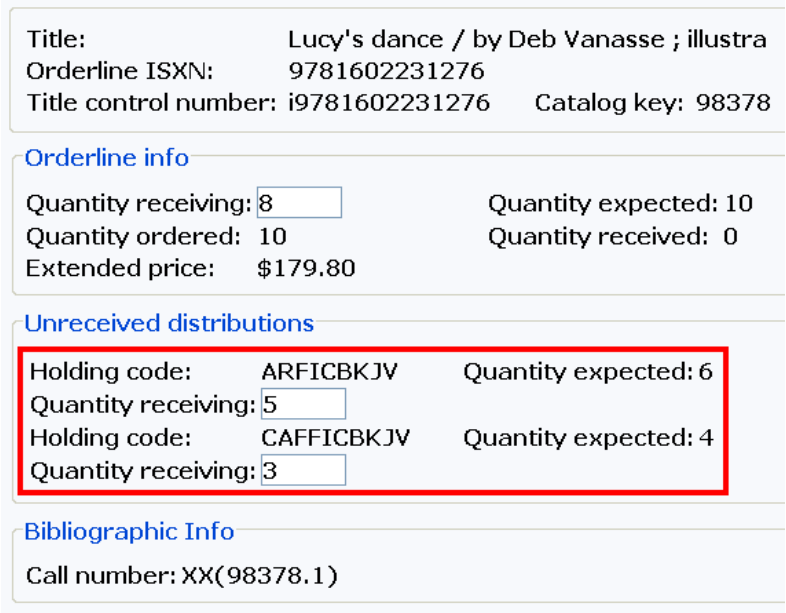
3. On the tree, click the check box next to the order line(s) you want to receive.

4. If you have ordered multiple copies of a title and did not receive all of them in the shipment, enter the number of copies you currently have in the Quantity Receiving field.



5. Click on one of the distributions for that title or on a different order line in the tree. The following window appears if the properties are not set to auto distribute partially received order lines:

6. Distribute the received copies entering values in the Quantity Receiving fields.



7. Repeat steps 4-7 for each order line you did not receive in full.

8. Click **Receive Selected Orderlines** to complete this transaction.

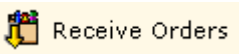
9. Click **Close** to exit the *Receive Orders* wizard, or click **Receive Another** to continue receiving other order lines.

Batch Receiving Firm Orders

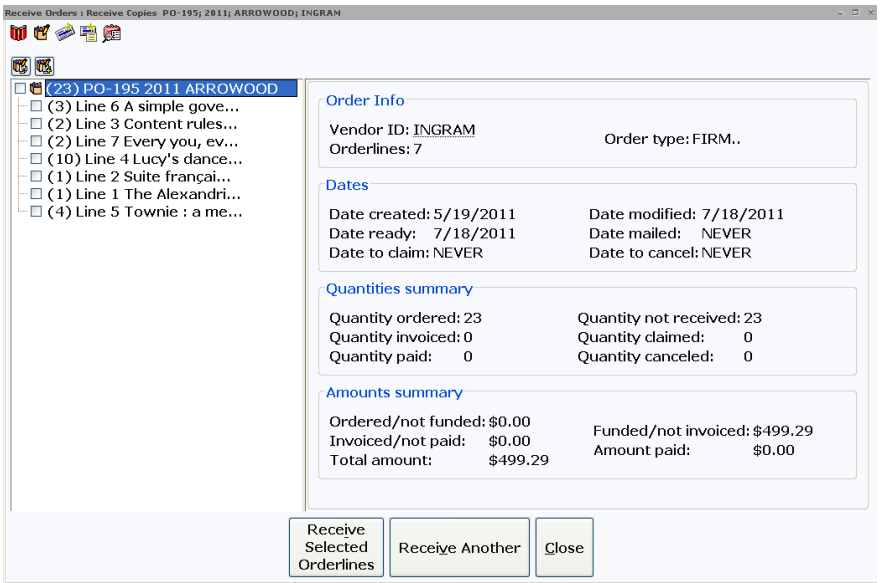
If a complete order has been shipped, you can use the *Receive Orders* wizard to batch receive all order lines.

To batch receive an order:

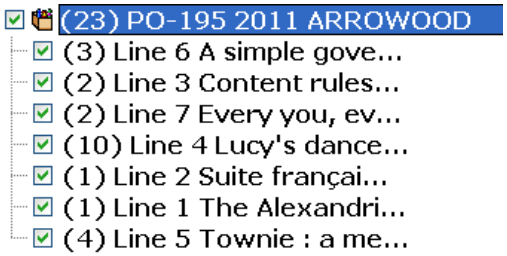
1. Within the Orders group of wizards, click the *Receive Orders* wizard.



2. Search for the order you want to receive. You can search by order or cataloging information. If more than one record displays, double-click the order or highlight it and click **Receive Orders**.



3. Click the first (top) check box in the order line tree. When this box is check all subsequent order lines will be selected automatically.



4. Click **Receive Selected Orderlines**.

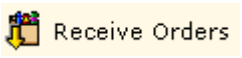
5. Click **Close** to exit the *Receive Orders* wizard, or click **Receive Another** to continue receiving other order lines.

Receiving Dated Orders

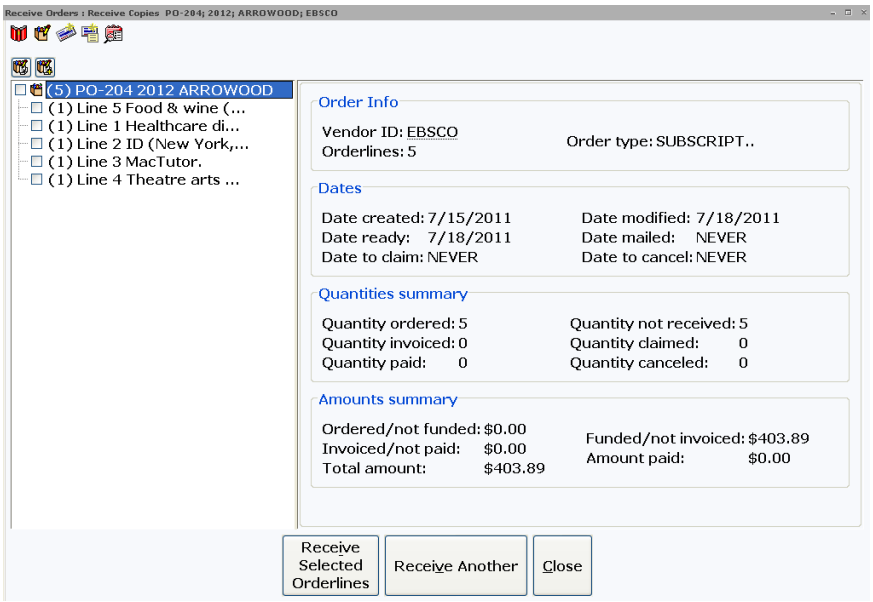
If your library uses the acquisitions module to order subscription or membership materials, upon the arrival of the first issue you can use the *Receive Orders* wizard for dated orders. If you use the Serials module, use the *Check In* wizard to receive the individual issues for the subscription.

To receive dated orders:

1. Within the Orders group of wizards, click the *Receive Orders* wizard.



2. Search for the order you want to receive. You can search by order or cataloging information. If more than one record displays, double-click the order or highlight it and click **Receive Orders**.



3. On the order line tree, select either the entire order or the specific order lines to receive.

4. Click **Receive Selected Orderlines**.

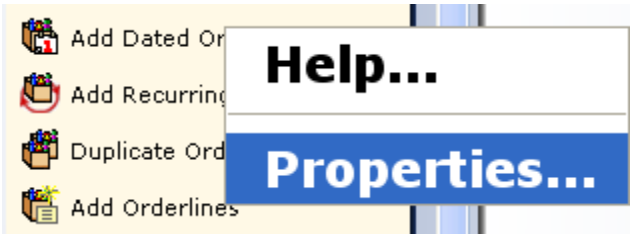
5. Click **Close** to exit the *Receive Orders* wizard or click **Receive Another** to continue receiving other order lines.

Creating, Receiving, and Loading Dated Orders Simultaneously

Because libraries will receive individual issues in the Serials module, the receipt of a dated order in the Acquisitions module can be completed during the time of creating the order. You may also want to put into place at the same time a Date Loaded to mark the order as complete.

To create and receive a dated order:

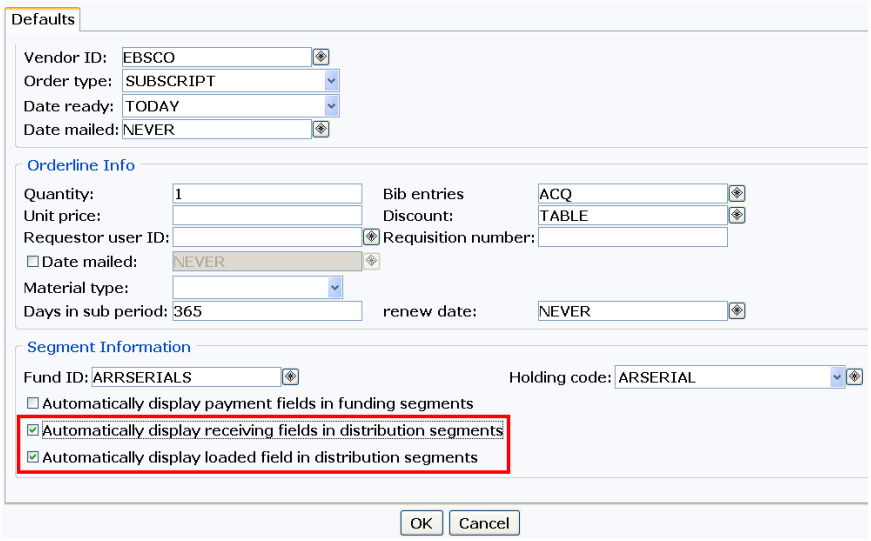
1. Within the Orders group of wizards, right-click the *Add Dated Order* wizard.



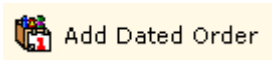
2. Click **Properties**.

3. Select the check boxes next to the following:

   - Automatically display receiving fields in distribution segments
   - Automatically display loaded field in distribution segments



4. Click **OK**.

5. Click the *Add Dated Order* wizard. 

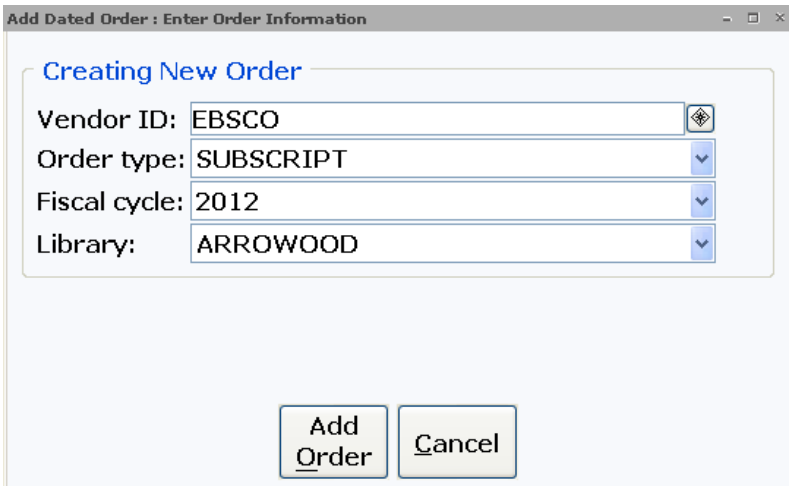
6. In the Item Search, identify an existing title to order. If more than one title displays, select the desired title and click **Order This Title**.

7. If the title you want to order does not exist in your library's catalog, you have two options:

   - Click the *Add Temporary Title* helper. You can create a temporary title record with enough bibliographic information for the purpose of adding this title to an order. You can later replace this temporary record with a fully cataloged record. When you finish entering the bibliographic information click **Save**. Then click **Order This Title** in the next window. Refer to Appendix C for further information about adding temporary titles.
   - Click the *SmartPort* helper to connect to a Z39.50 database. You can search for and capture (save) a bibliographic record from another library's database. Make any modifications to the record and click **Save**. Then click **Order This Title**. Refer to Appendix C for further information about adding records using SmartPort.

8. Enter the Vendor ID or use the gadget to search for a vendor by name or ID.

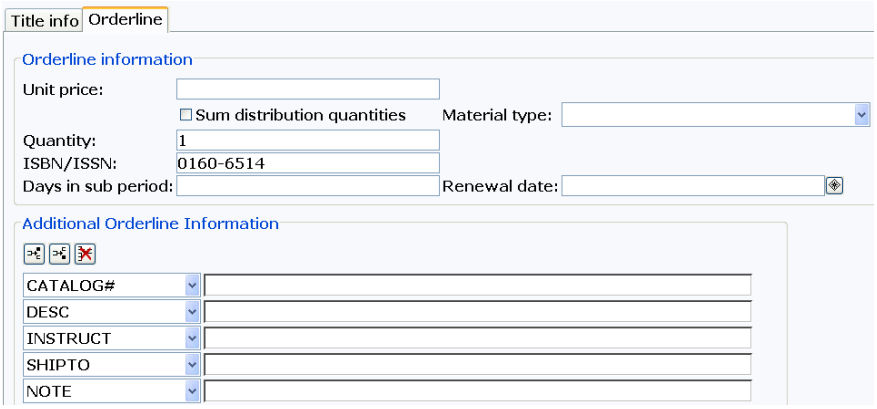
9. Select the Order Type from the drop-down list.



10. The Fiscal Cycle and Library are populated with values from the *Session Settings* wizard. You can modify these values if necessary.

In the **Behavior** tab of the *Add Dated Order* properties, you can have the system **not** auto-generate order IDs so that you may type in your own PO number.

11. Click **Add Order**.



12. Enter the Unit Price for the title you are ordering. Type the price for one copy before discount. It is not necessary to use price symbols, such as a dollar sign.

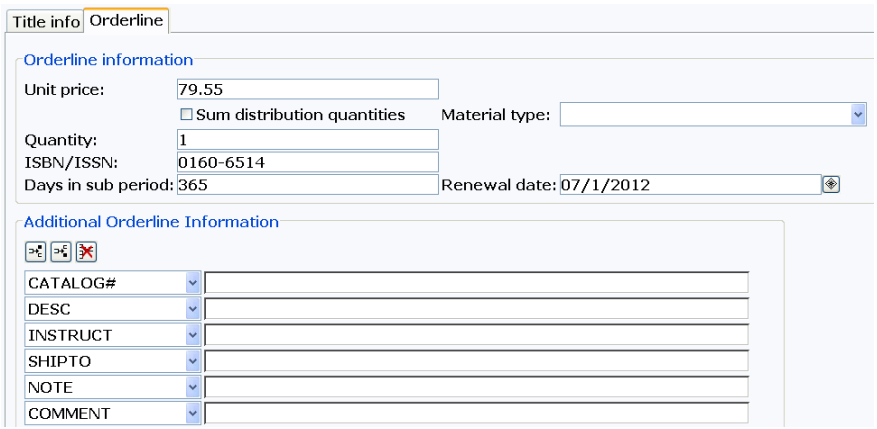
13. Enter the Quantity or number of copies you want to order of the title. The quantity entered represents the total number of subscriptions not the number of issues in the subscription.

14. Click on the Material Type drop-down and specify the acquisitions material type for this order line item if necessary

15. If necessary, enter the ISBN/ISSN for this title. If the ISBN/ISSN is in the appropriate field of the bibliographic record in your database the system will automatically populate the ISBN/ISSN in this field.

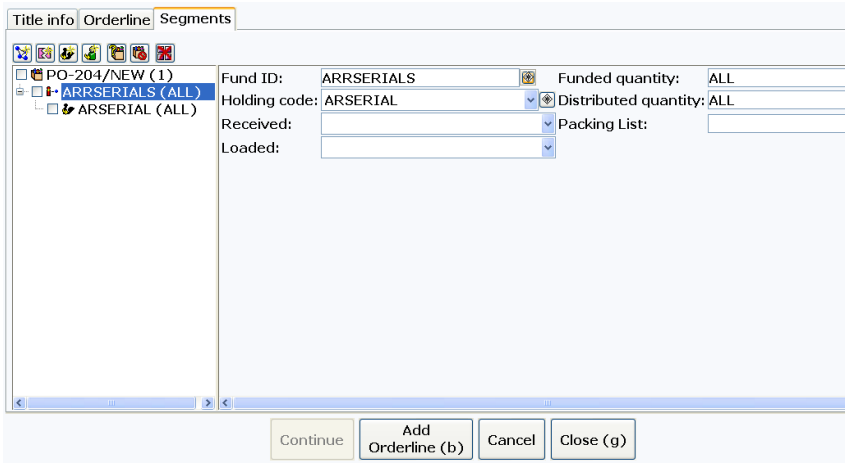
16. Type the Days in Sub Period, which is the number of days the subscription or membership covers.

17. Type a Renew Date or use the gadget to select the date the subscription or membership will need to be renewed.



18. Enter Additional Orderline Information.

19. Click **Continue**.



20. Enter the Fund ID for the fund you want to use to pay for this order. If you set the Fund ID in the property defaults, it displays here. You can also click the Gadget to display a list of funds.

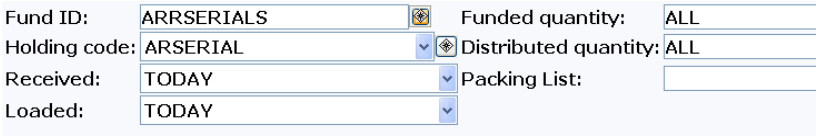
21. Type the Funded Quantity for each fund if you have multiple fund segments. Accept the default of ALL if you only have one fund segment.

22. Select the Holding Code to use when loading the item records into your library's catalog (upon receipt of the titles). The code represents the library and location, and item type.

23. Enter the Distributed Quantity for each code if you have multiple holding code segments. Accept the default of ALL if you only have one holding code segment.

24. Using the Received drop-down, select TODAY for the Date Received.

25. Using the Loaded drop-down, select TODAY for the Date Loaded.



26. Click **Add Orderline**.

27. Continue adding dated order lines until you are finished.

28. When you are done working with this order, click **Finish** to mark the order as ready to go to the vendor.

Receiving Recurring Orders

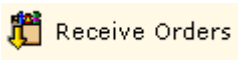
If you have standing, blanket, or mono-series order agreements with vendors, and have created orders for the titles with the *Add Recurring Order* wizard, you can use the *Receive Orders* wizard to receive those orders. When working with recurring orders, most of the work is done at the point of receiving.

Receiving Standing Orders

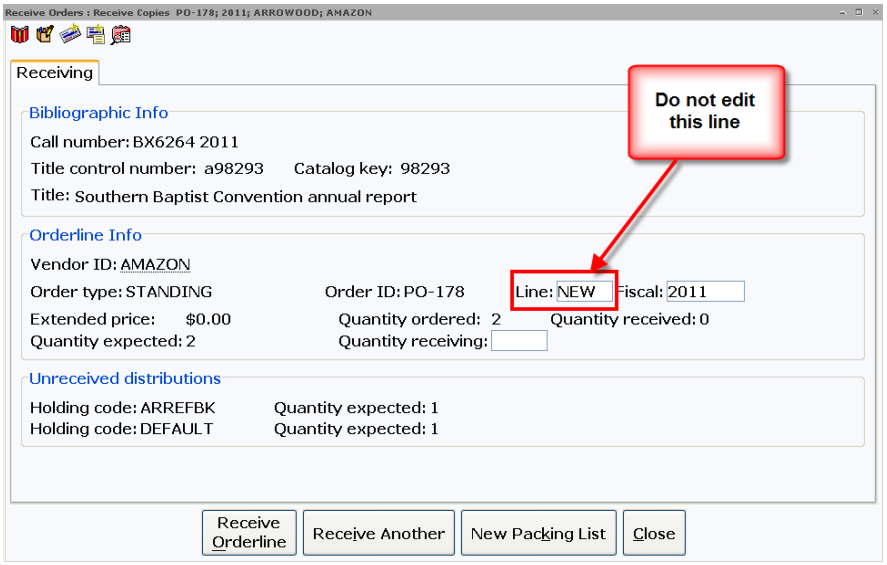
A standing order represents a library agreement with a vendor to order a specific title that has periodic updates. Therefore, when receiving a standing order you may have only one title record associated with the order, and as the updates for that title come in you will add information to describe the updates.

To receive a standing order:

1. Within the Orders group of wizards, click the *Receive Orders* wizard.



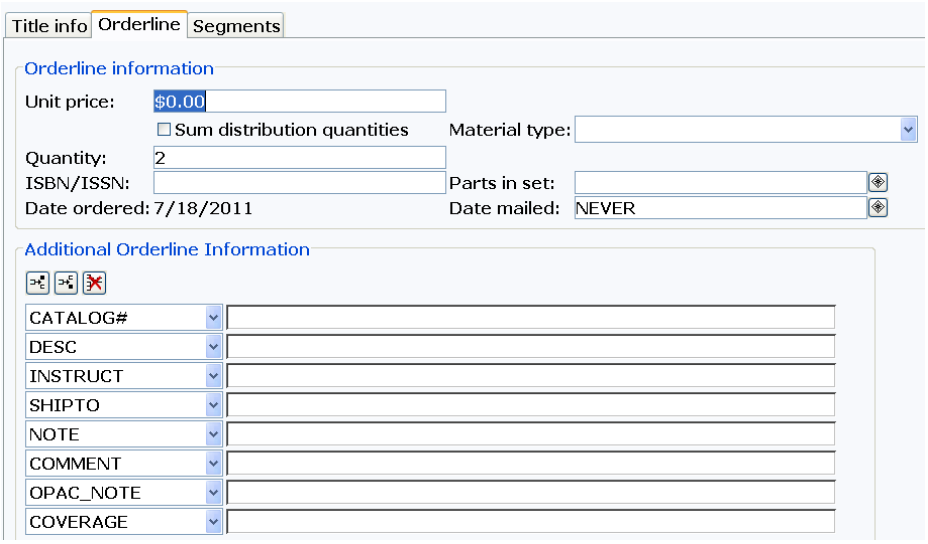
2. Search for the order you want to receive. You can search by order or catalog information. If more than one record displays, double-click the order or highlight it and click **Receive Orderline**.



Note that the Line field reads NEW. Do not change the information in this field. The first line in a recurring order is a placeholder line or "pattern order line." It is the line that keeps the order open. The word NEW in the order line keeps the status of the order line open.

3. Enter the quantity you are receiving in the Quantity Receiving field.

4. Click **Receive Orderline**.

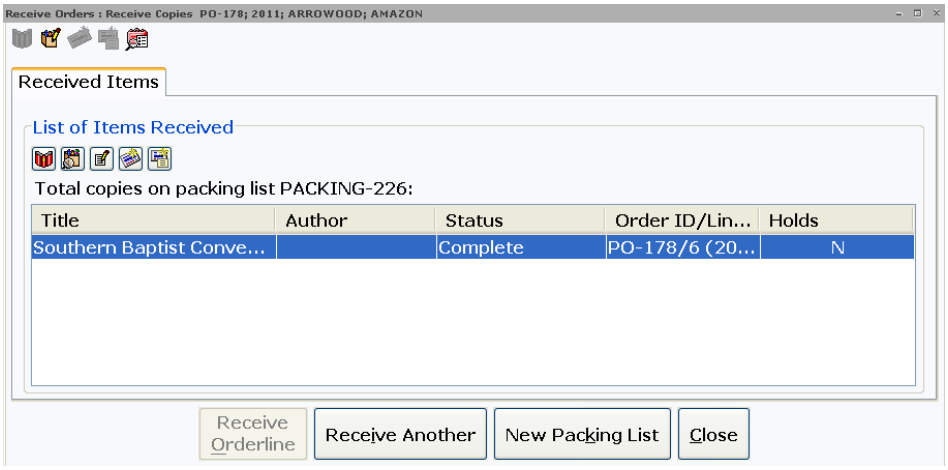


5. Enter the Unit Price, Parts in Set, Material Type, and any Additional Orderline Information for this order line.

6. Use the DESC field in the Additional Orderline Information section to describe the updates received for this title.

7. Click on the **Segments** tab and verify the Fund and Holding code entered when the order was created. If you need to change these fields you may do so.

8. Click **OK** to receive this order line.



9. Click **Close** to exit the *Receive Orders* wizard, or click **Receive Another** to continue receiving other order lines.

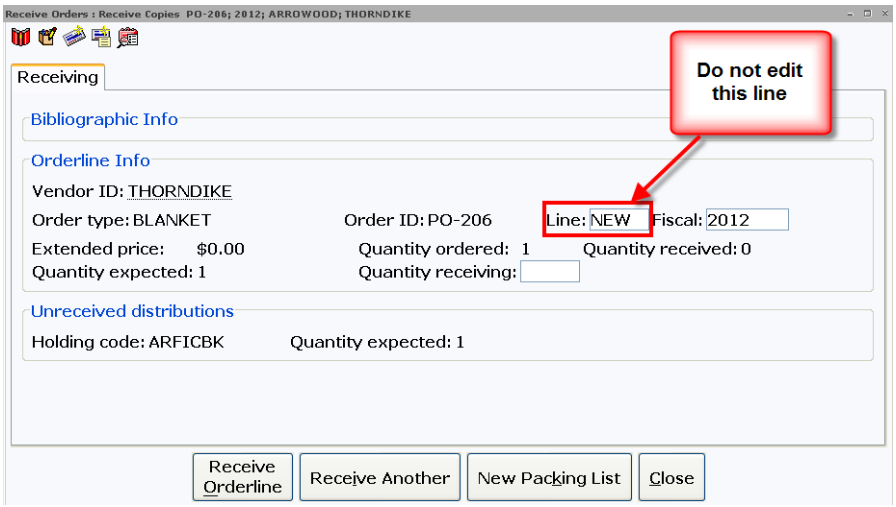
Receiving Blanket Orders

A blanket order represents an agreement with a vendor to acquire titles of a specific type as they are published. Before you can receive titles against a blanket order, the titles must be added to your catalog. This can be done by using *SmartPort*, the *Add Title* wizard (in cataloging), or in batch with the Load Bibliographic Records report.

To receive a blanket order:

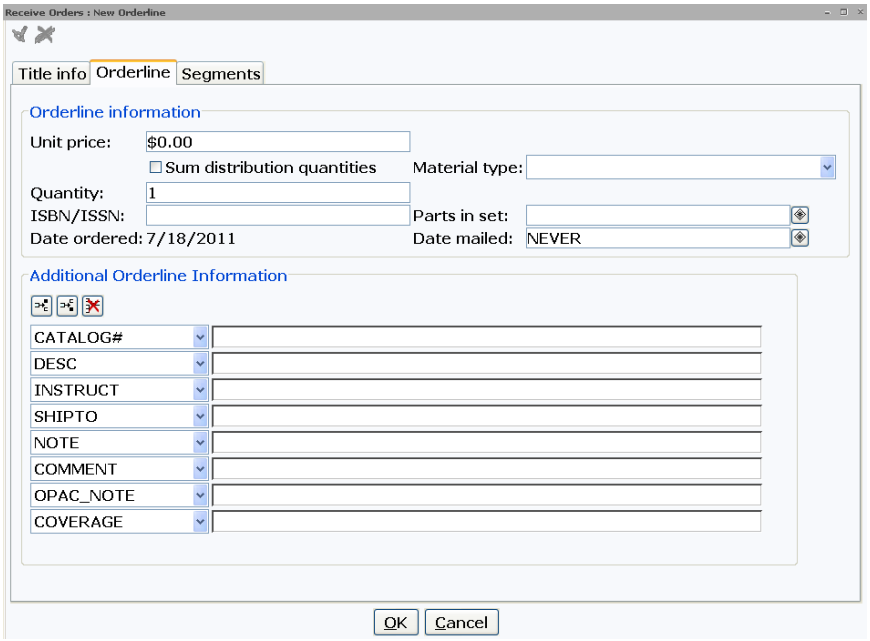
1. Within the Orders group of wizards, click the *Receive Orders* wizard.

2. Search for the order you want to receive. You can search by order or catalog information. If more than one record displays, double-click the order or highlight it and click **Receive Orders**.



The Line field reads NEW. Do not change the information in this field. The first line in a recurring order is a placeholder line. It is the line that keeps the order open. The word NEW in the order line keeps the status of the order line open.

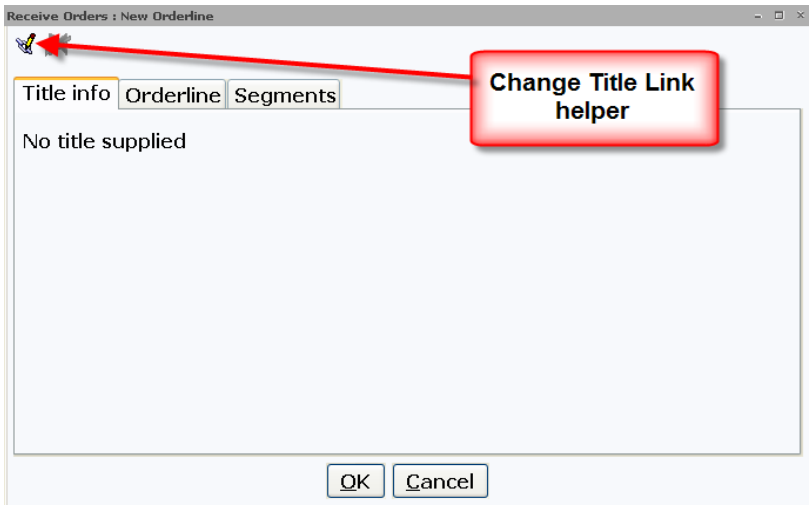
3. Enter the Quantity Receiving and click **Receive Orderline**.



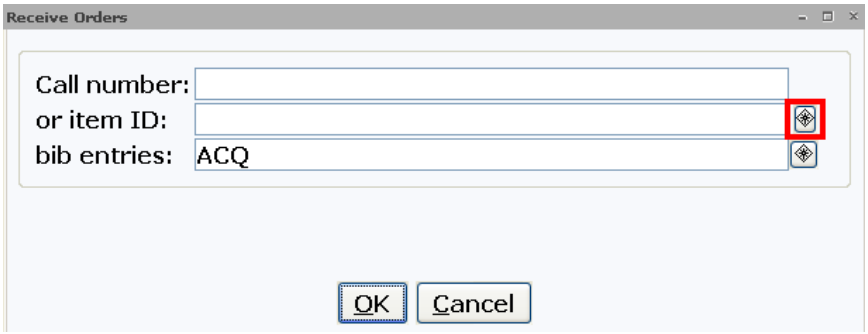
4. On the **Orderline** tab; enter the Unit Price, Parts in Set, Material type, and any Additional Orderline Information for this order line.

5. If necessary, click the **Segments** tab and select a different Fund ID and/or Holding code.

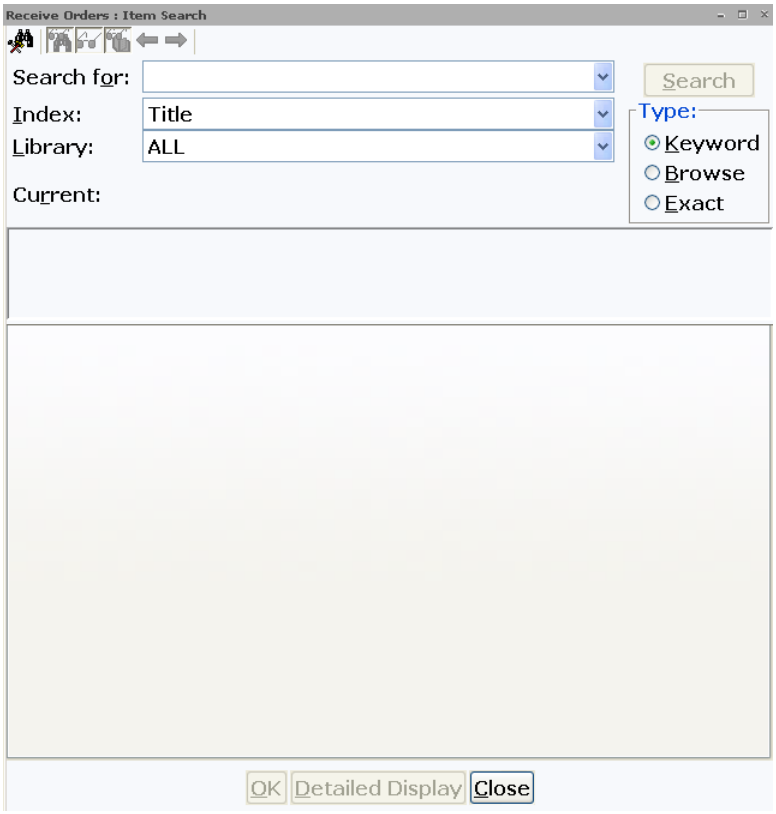
6. Click the **Title Info** tab.



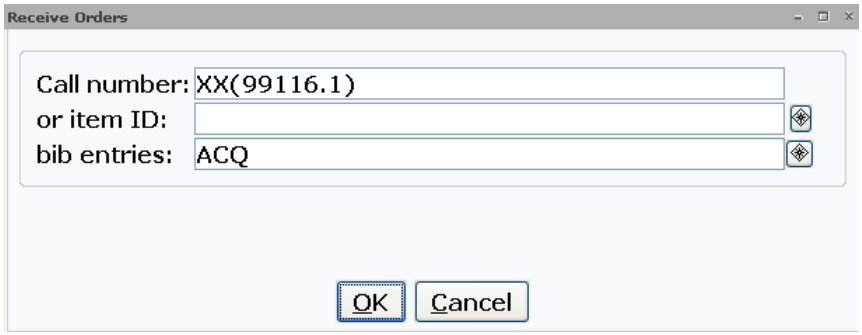
7. Click the *Change Title Link* helper.



8. Click the *Item ID* gadget.

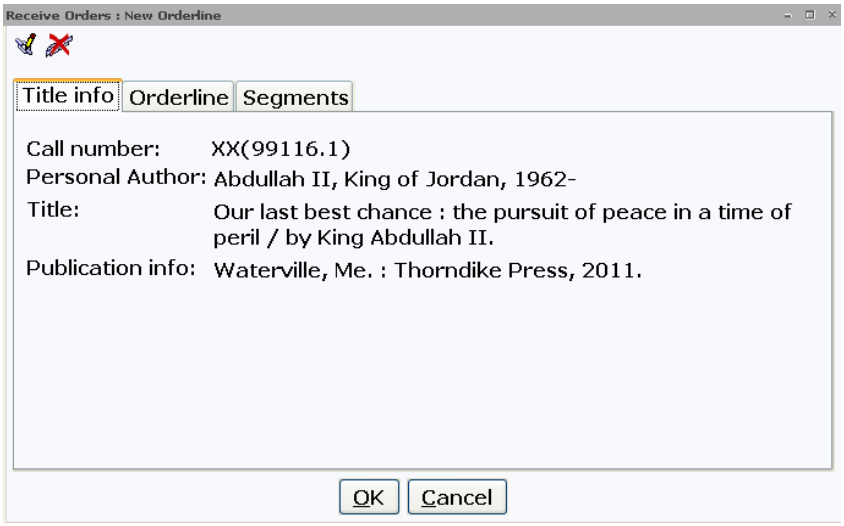


9. Search for the title you want to link to this order. If more than one title displays, select the desired title and click **OK**.



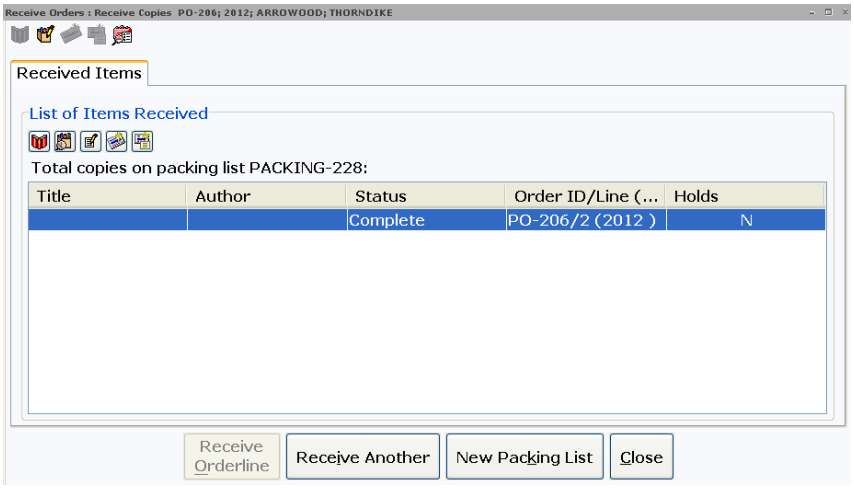
10. Click **OK**.

11. Click **OK** again. Refresh the **Title Info** tab by clicking the **Orderline** tab then clicking back on the **Title Info** tab.



12. Click **OK**.

The Receive Copies window displays with a summary of the copy you just received.

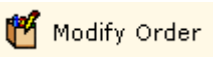


13. Click **Close** to exit the *Receive Orders* wizard, or click **Receive Another** to continue receiving other order lines.

Unreceiving an Order Line

There may be times when you receive an order in error and need to undo the receiving processing. Unreceiving an order line in SirsiDynix Symphony simply means setting the received date back to "NEVER." When the received date is set back to "NEVER" the system will remove the "received" status from the order, setting the status back to "on-order." The status will also be updated in the OPAC.

To unreceive an order line:

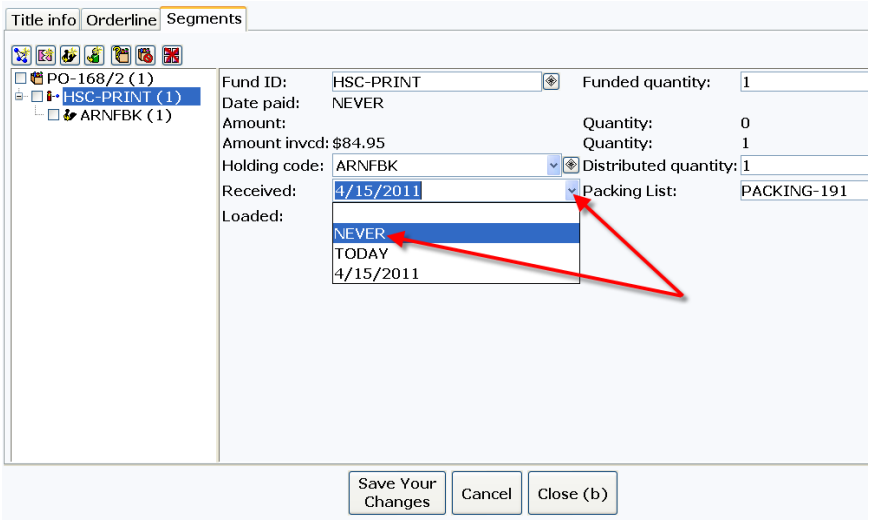
1. Within the Orders group of wizards, click the *Modify Order* wizard.


2. Search for the order you want to unreceive. You can search by order or catalog information. If more than one record displays, double-click the order or highlight it and click **Modify Order**.

3. If there are multiple order lines, select the order line you want to unreceive and click the *Modify Orderline* tool.

4. Click the **Segments** tab.

5. In the Received field, click the drop-down and select **NEVER**.



6. Click **Save Your Changes**.

7. Click **Close**.

Processing Invoices

Overview

An invoice is a list that describes individual items or services provided by a vendor and the charges associated with those items or services. An invoice consists of two parts: the invoice record and one or more invoice line records. An invoice created in Symphony is a replica of the paper or electronic invoice received from a vendor. In a multi-library system, invoice records belong to the library that creates them.

In this section you will learn to:

- Understand invoice records and their relationship with orders and funds.
- Create an invoice.
- Add invoice lines.
- Use the *Create Invoice Lines for Order* helper.
- Add invoices during receipt.
- Add additional invoice lines.
- Modify an invoice/invoice lines.
- Pay an invoice.
- Lock and unlock an invoice.
- Display an invoice.
- Reverse payment of an invoice.
- Create a credit memo.
- Delete an invoice.

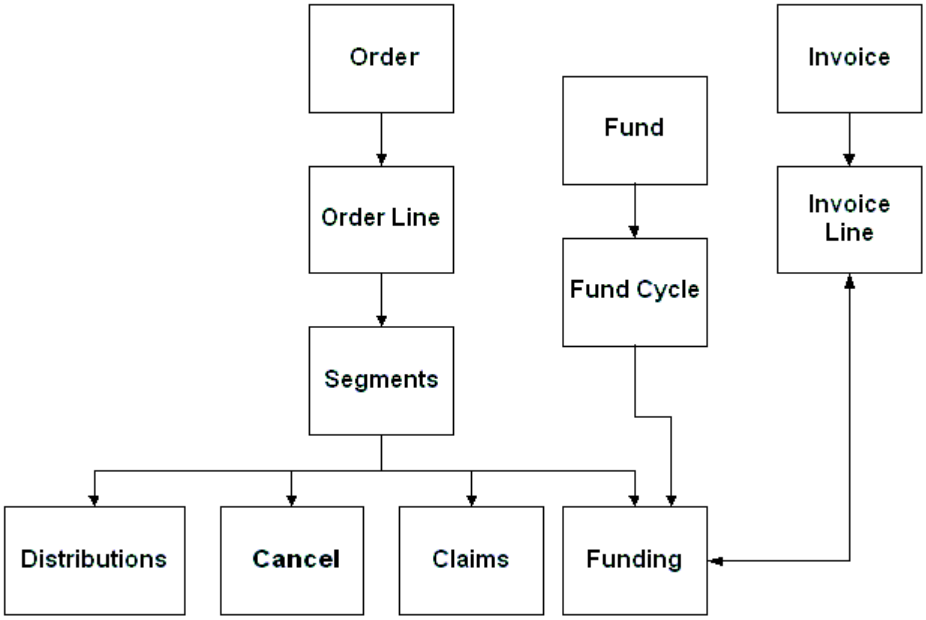
Invoice Records

The use of invoice records is optional. When setting up your acquisitions system evaluate current acquisitions and collection development activities, then decide if you will use invoice records. If you decide to use invoice records, use them consistently for all invoiced orders. Invoicing, receiving, and loading order holdings are separate functions in the Acquisitions module. The standard invoice record defines, for the entire invoice, the unique invoice ID, the vendor ID, and the invoice date. The invoice is usually numbered by the vendor; this number is the invoice's unique identification in the Acquisitions module.

Enter individual lines on the invoice into SirsiDynix Symphony with the line number/name, amount, number of copies being invoiced, type of invoice information being entered, and exchange rate. Both the invoice and the invoice lines have text entry fields for notes and comments. Depending on the type of invoice line entered, Symphony may prompt for order line item identification or for fund information. Enter the order line or fund information at any time. If and when order line item or fund information is entered in the invoice record, Symphony finds and updates all the associated order, vendor, and fund records with information from the invoice and invoice lines.

Understanding the Invoice—Order Relationship

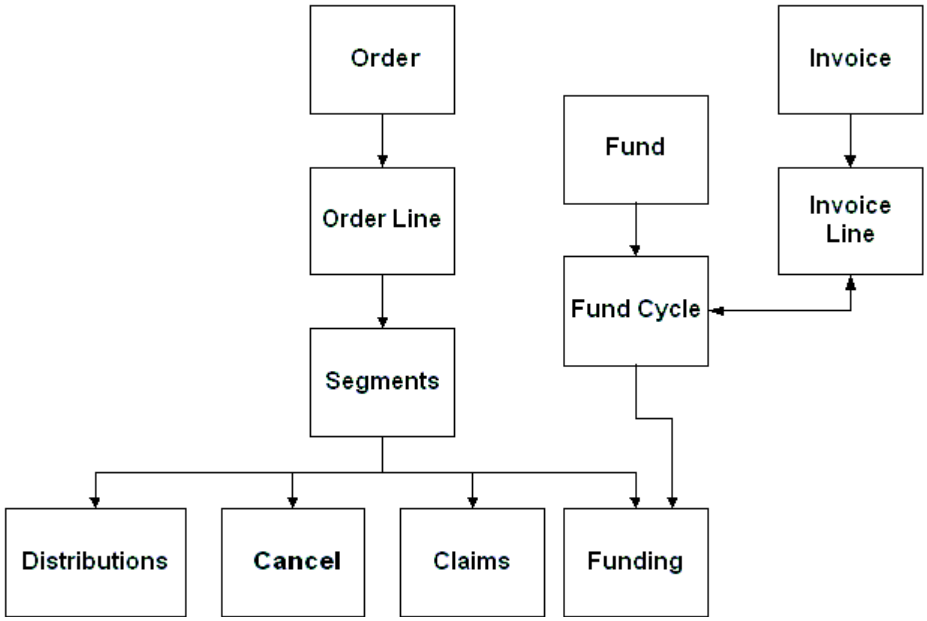
An invoice can be created for orders received or not received. Once an invoice is created, it may be linked to a specific order line item. When paying for the ordered items, payment is marked on the invoice, and the invoice-order link allows SirsiDynix Symphony to update the order line item, vendor, and fund records with payment information. The link between the invoice and the order can be made for each line as the invoice is entered, or all invoice information can be entered in batch and linked to orders at another time.



Even negative amounts can be entered on an invoice line. This permits credit adjustments to invoices. When a negative amount on an invoice line is marked as paid, linked price fields are updated with a smaller amount. An order does not have to exist at the time an invoice is entered. A vendor may send an invoice for material ordered by telephone. This invoice can be entered without a link to an order. The vendor record shows the amount invoiced and the number of copies invoiced without order or fund identification.

Understanding the Invoice—Fund Relationship

An invoice line may be linked directly to a fund cycle, rather than linked through a line item to a fund. Once an invoice is created, it can be linked to a specific fund ID and fiscal cycle.



The link between the invoice and the fund can be made for each line as the invoice is entered, or all invoice information can be entered in batch and linked to funds at another time. When the link is made, the fund cycle's Free Balance and Amount Invoiced fields are updated. When marking those invoices as paid, the invoice-fund link allows SirsiDynix Symphony to update fund records with payment information.

Creating an Invoice

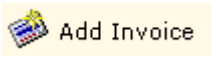
The standard invoice record defines, for the entire invoice, the unique invoice ID, vendor ID, and invoice date. The invoice line defines the line number/name, the amount invoiced, number of copies invoiced, type of invoice information being entered, and an exchange rate. For those who have tax features configured on SirsiDynix Symphony, there will be additional tax fields within the invoice.

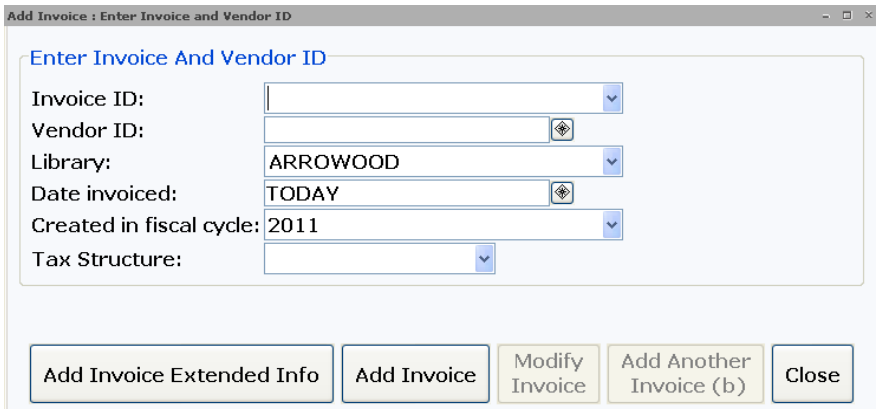
An invoice can be created for orders received or not received. Once an invoice is created, it may be linked to a specific order line item, directly to a fund, prorated, or adjusted.

You cannot create an invoice of items supplied by different vendors.

To create an invoice:

1. In the Acquisitions toolbar, open the Invoices group of wizards.

2. Click the *Add Invoice* wizard. 

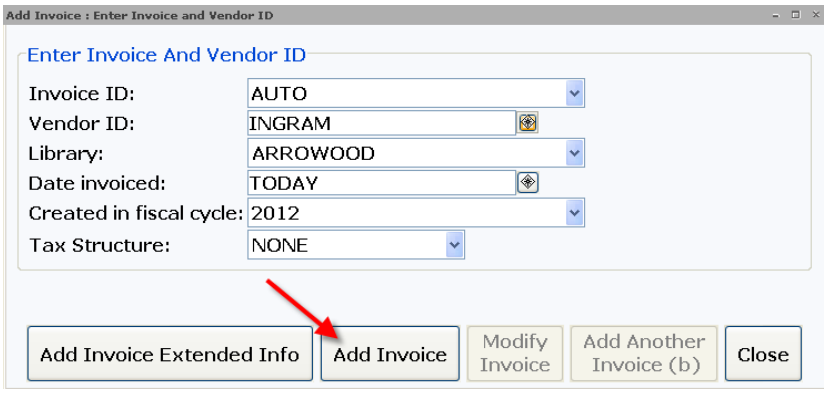


3. Type the Invoice ID, or select AUTO from the drop-down to have the system assign a unique invoice ID number.

4. Type the Vendor ID or click the *Vendor ID* gadget to search for a vendor. Only one vendor can be selected.

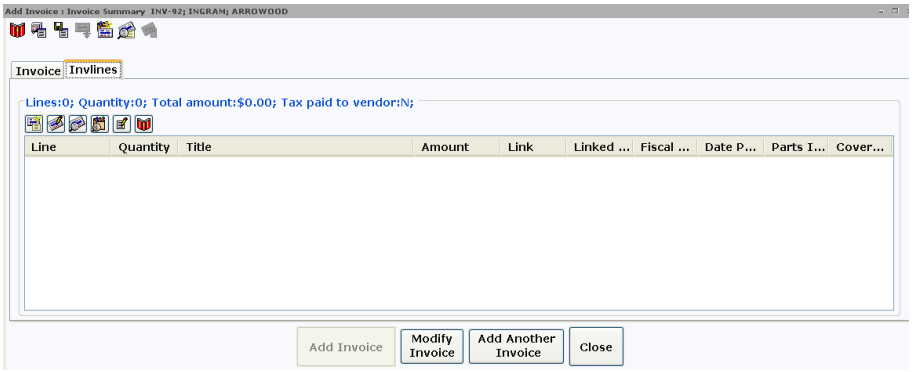
5. The Date invoiced defaults to TODAY; however, you can change the default if necessary.

6. If your library is using the Tax Structure features, select a structure from the Tax Structure drop-down list. Libraries not configured to use the Tax Structure feature will not see this field. If you are not going to use a Tax Structure, select NONE.



See the SirsiDynix Symphony Acquisitions Taxes training guide for information on how to setup and use the Tax Structure features. If your library is not setup to use the Tax Structure features, you will not see the associated Tax Structure fields in the invoice.

7. Click **Add Invoice**.



If your system's property default is set to Automatically open Add Invoiceline when invoice is created, then you will not need to click the *Add Invoiceline* tool. The invoice line window will automatically display.

8. Click the **Invoice** tab if you need to make changes to the Invoice ID or Date Invoiced.

9. Perform one of the following steps:

   - Click the *Add Invoicelines* tool to add an individual invoice line.
   - Click the *Create Invoice Lines for Order* helper to add an entire order's invoice lines to the new invoice.

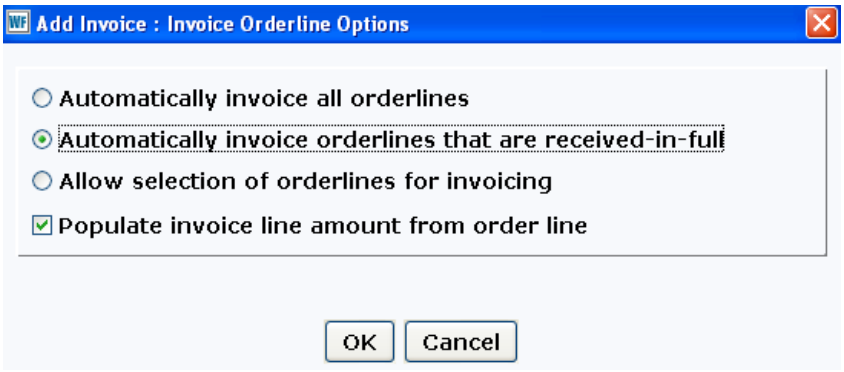
Adding Invoice Lines

Creating Invoice Lines for Order Helper

The *Create Invoice Lines for Order* helper makes creating invoices much easier by automatically adding order lines to an invoice. You can use this helper to auto-add all lines of an order to an invoice, select the lines you want to add, or only add received order lines to an invoice.

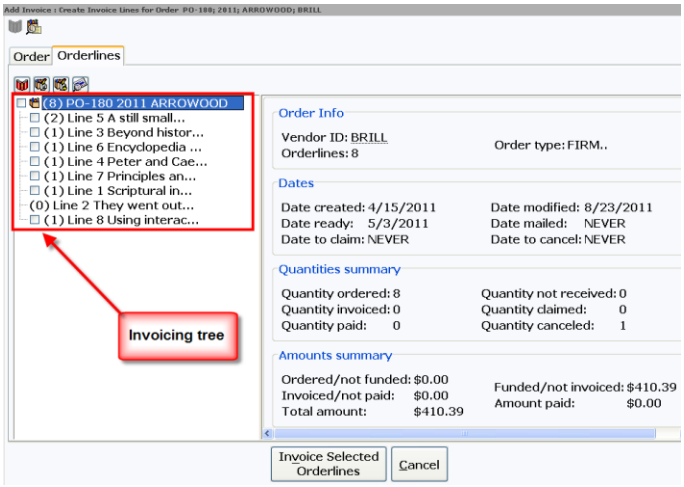
To use the Create Invoice Lines for Order helper:

1. In the Add Invoice or Add Invoicelines window, click the *Create Invoice Lines for Order* helper.



2. Select one of the following:

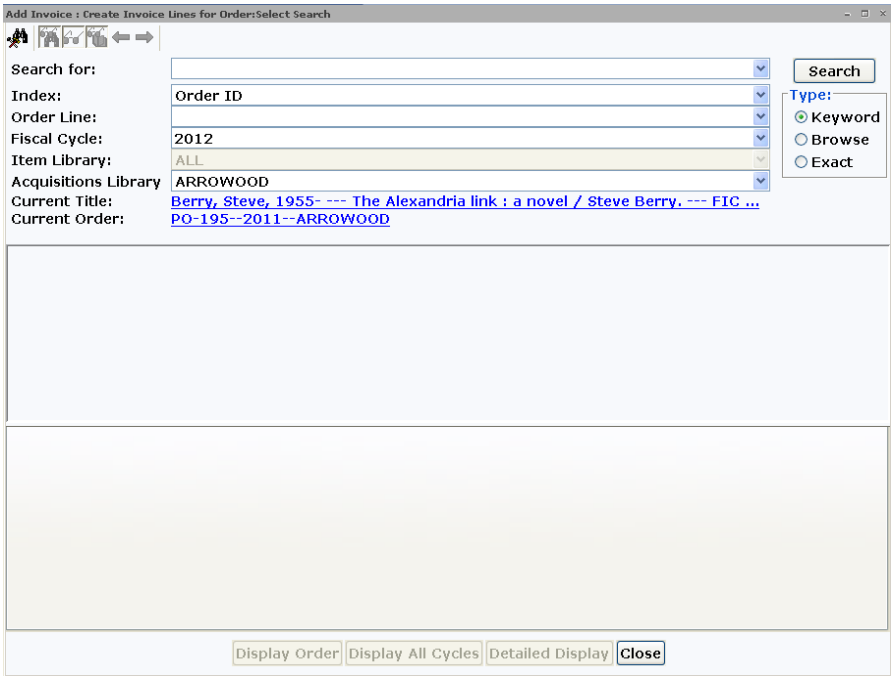
- **Automatically invoice all orderlines** – select this if you want to create an invoice for all of the order lines. This will create invoice lines for items that have and have not been received in the Acquisitions module.
- **Automatically invoice orderlines that are received-in-full** – select this if you only want to invoice those items that have been received in full.
- **Allow selection of orderlines for invoicing** – select this option to display the Invoicing tree and choose the order lines to be invoiced.



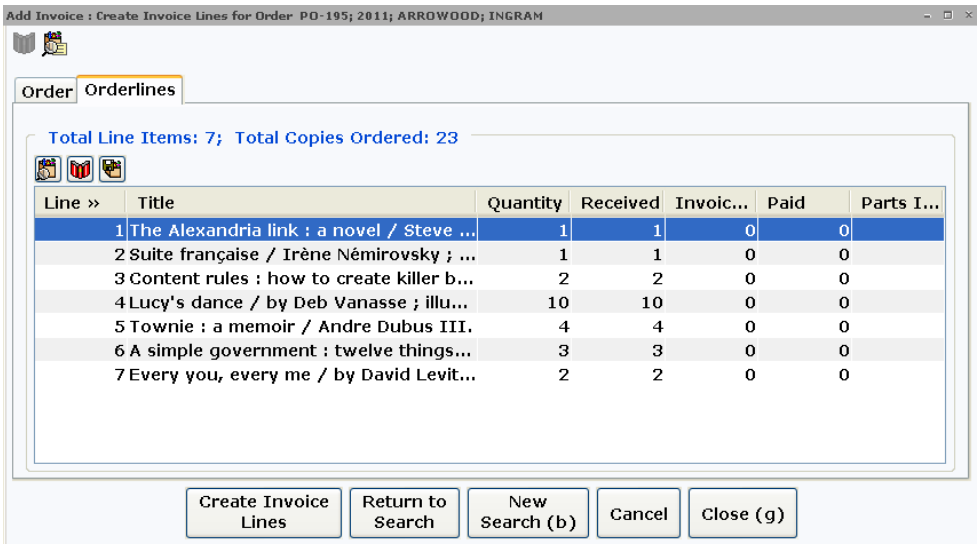
3. Select the Populate Invoice Line Amount from Order Line option to have the system have the order line price as the invoice line price. Clear this option when you expect that the order price and invoice price will differ. If this box is cleared, the invoice line amounts will default to zero.

The Session Settings will allow you to automatically default the options you want to use when creating invoices.

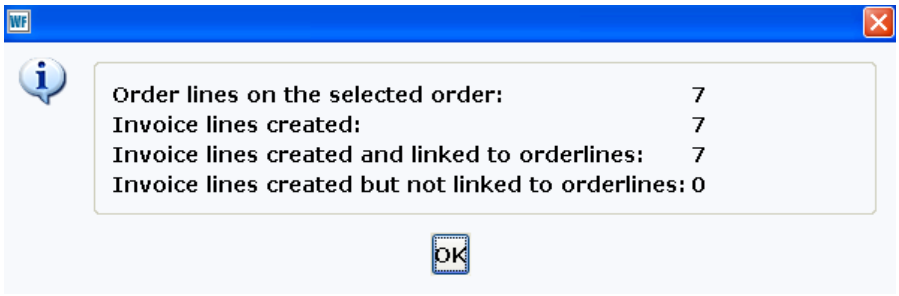
4. Click **OK**.



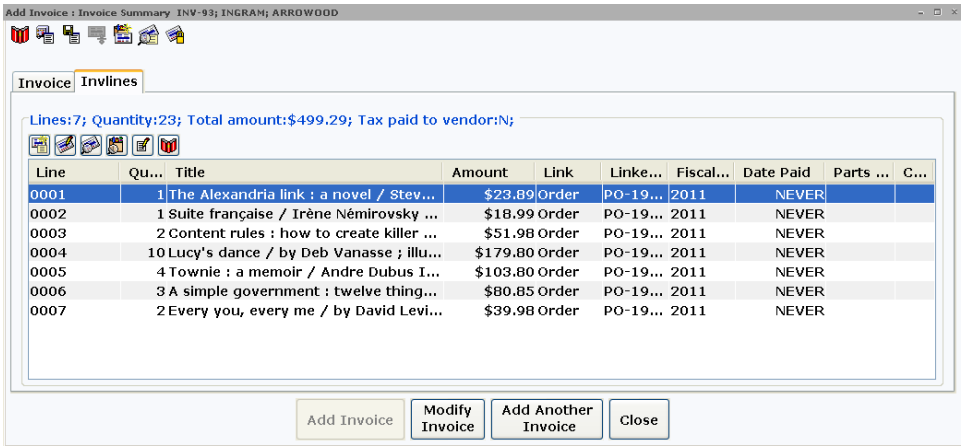
5. Search for the order you want to invoice. You can search by order or catalog information. If more than one record displays, select the one you want, and click **Display Order**.



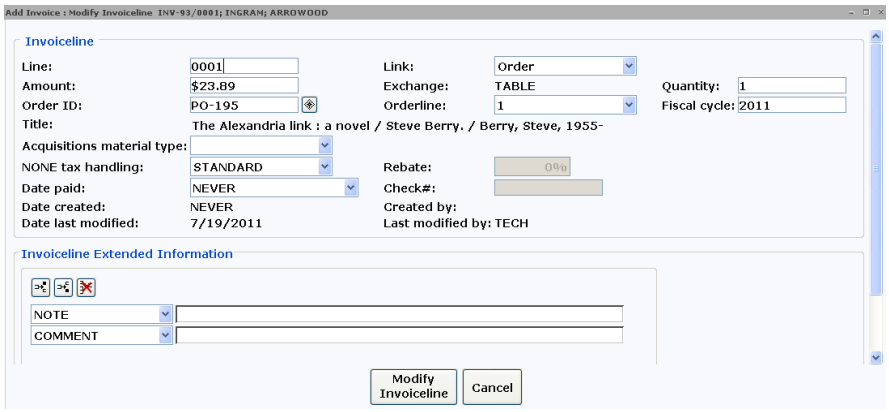
6. Click **Create Invoice Lines**.



7. Click **OK** to continue.



8. Use the *Modify Invoiceline* tool to adjust the amount when the order price and invoice amounts differ.



You can also update the Date Paid to indicate that the invoice line has been paid. Select TODAY from the drop-down or type in a specific date.

9. Click **Modify Invoiceline** to return to the **Invlines** tab.

10. When finished, click **Close** to exit the window.

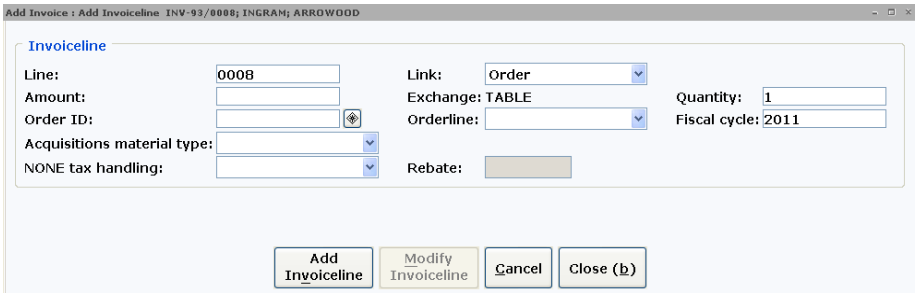
Adding Invoice Lines with the Add Invoiceline Tool

After you have created an invoice using the *Create Invoice Lines for Order* helper, you may have to add additional lines for shipping, handling, taxes, or discounts. Use the *Add Invoiceline* tool to create individual invoice lines.

Adding Invoice Lines for Shipping

To add an individual invoice line for shipping:

1. In the Add Invoice Lines window, click the *Add Invoiceline* tool to add an invoice line.



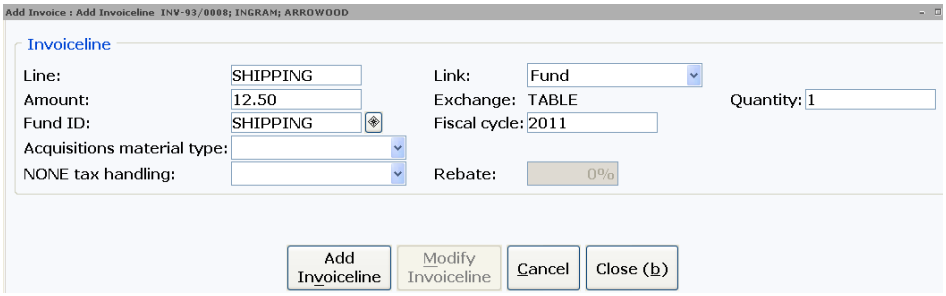
2. For easier identification, change the invoice Line to indicate it is for shipping. This can be alpha or numeric characters.

3. Enter the shipping Amount.

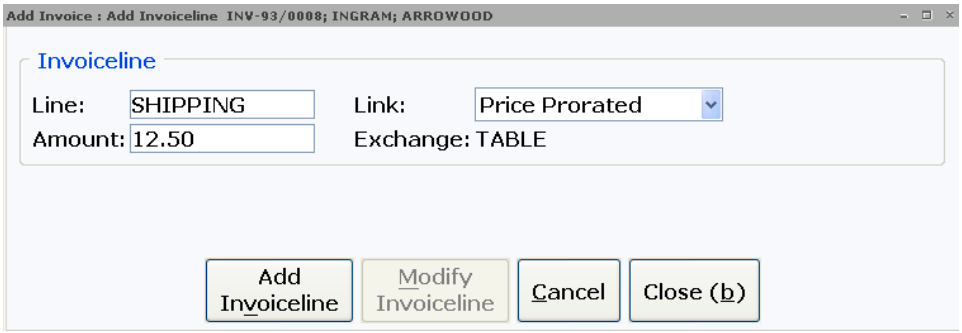
4. Select an Acquisitions material type from the drop-down list if necessary.

5. Perform one of the following actions:

   - To link the amount directly to a fund designated for shipping, use the Link drop-down and select Fund. Enter the Fund ID or use the gadget to search for the designated shipping fund.



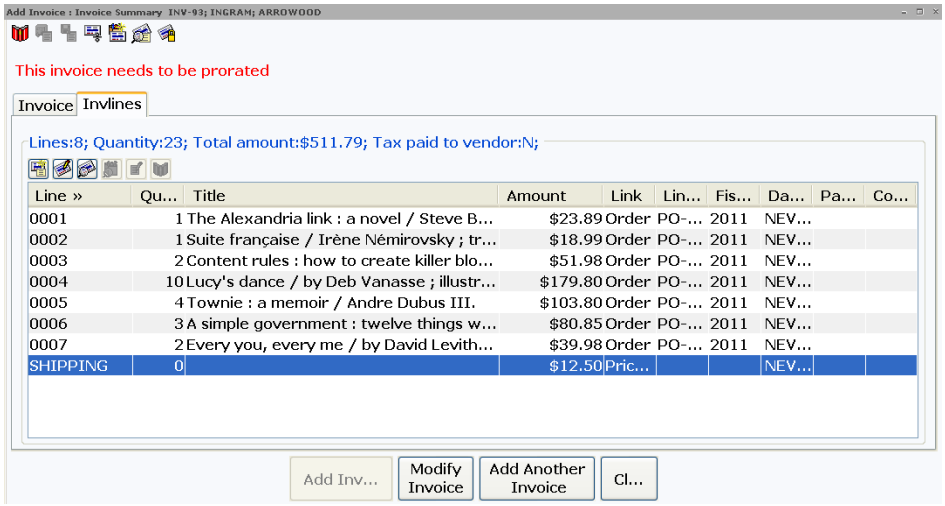
   - To prorate the amount between the invoice lines, use the Link drop-down to choose Copy, Line, or Price Proration.

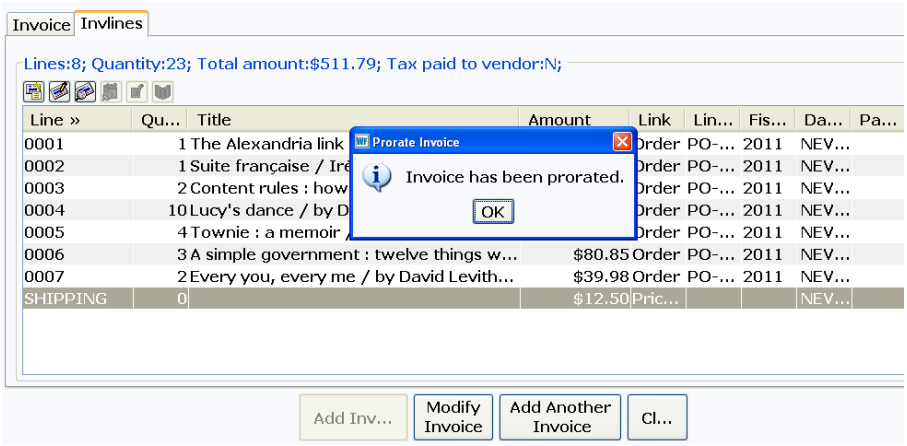


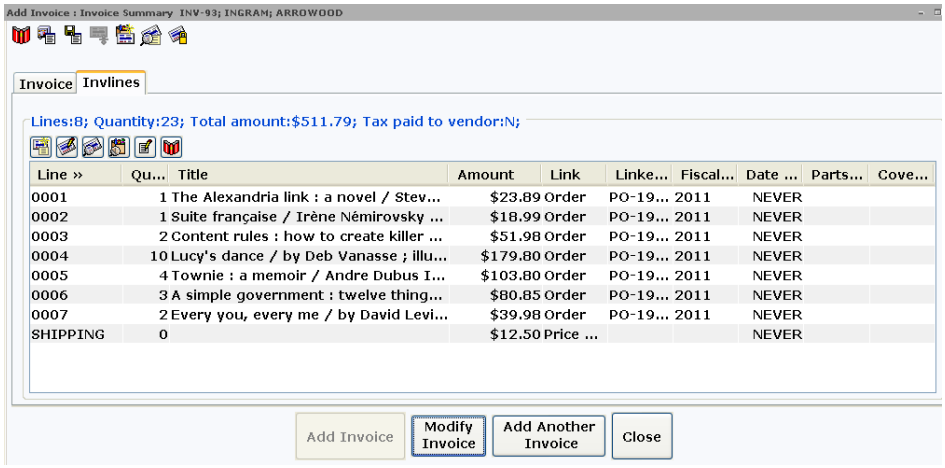
6. Click **Add Invoiceline**.

7. Enter Invoiceline Extended Information, make any other changes and click **Modify Invoiceline** to return to the **Invlines** tab.

8. If you have prorated the shipping amount, click the *Prorate Invoice* helper and click **OK**.







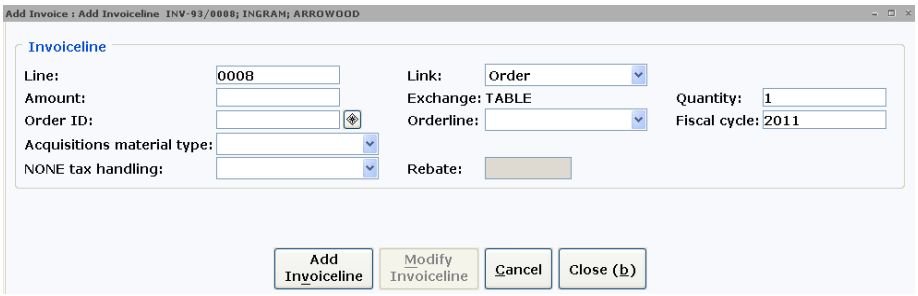
9. Click **Close** to complete the transaction or click the *Add Invoiceline* tool to continue adding invoice lines to this invoice.

If a vendor has given you an across-the-board discount in the invoice, you can create an individual invoice line with a negative dollar amount to reimburse a specific fund or all funds associated with the order lines.

Adding Invoice Lines for Discounts

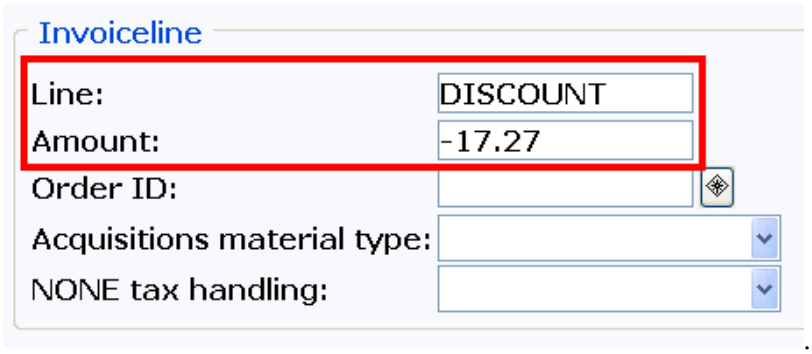
To add an invoice line for discounts:

1. In the Add Invoice Lines window, click the *Add Invoiceline* tool to add an invoice line.



2. For easier identification, change the invoice Line to indicate it is for a discount. This can be alpha or numeric characters.

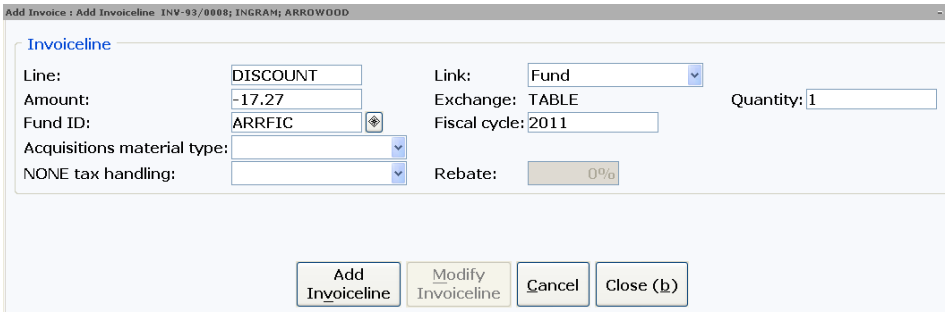
3. Enter the discount Amount as a negative figure, e.g. -17.27.



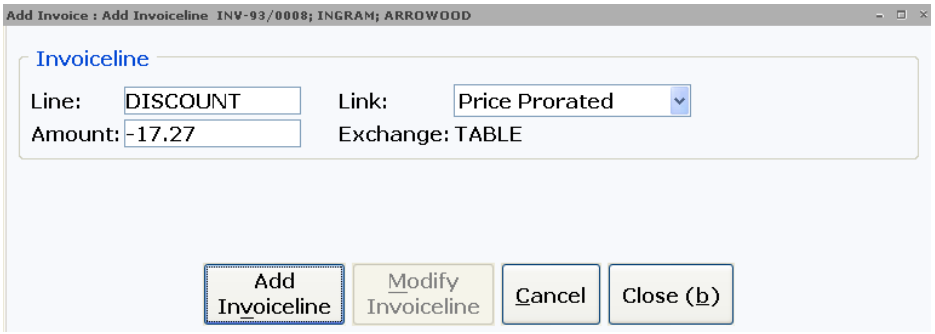
4. Select an Acquisitions material type from the drop-down list, if necessary.

5. Perform one of the following actions:

   - To link the amount directly to a specific fund, use the Link drop-down and select Fund. Enter the Fund ID or use the gadget to search for the designated shipping fund



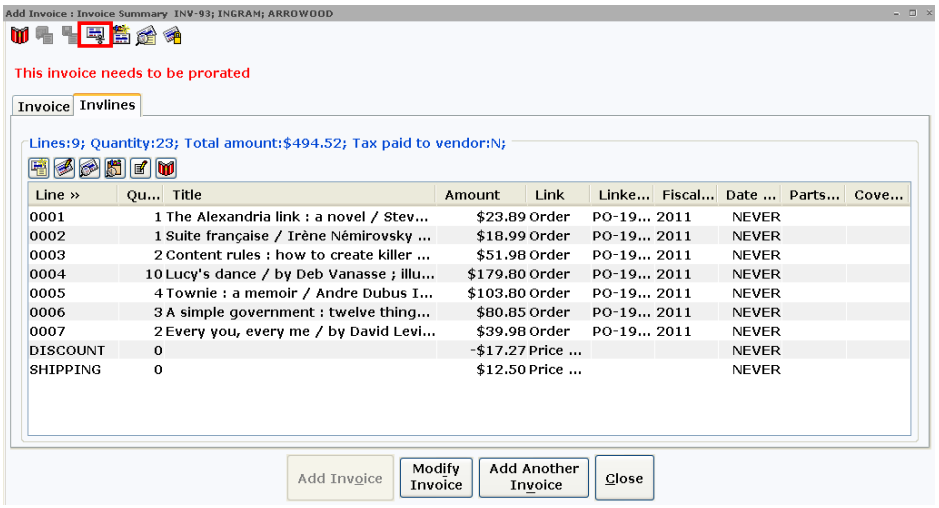
- To prorate the amount between the invoice lines, use the Link drop-down to choose Copy, Line, or Price Proration.

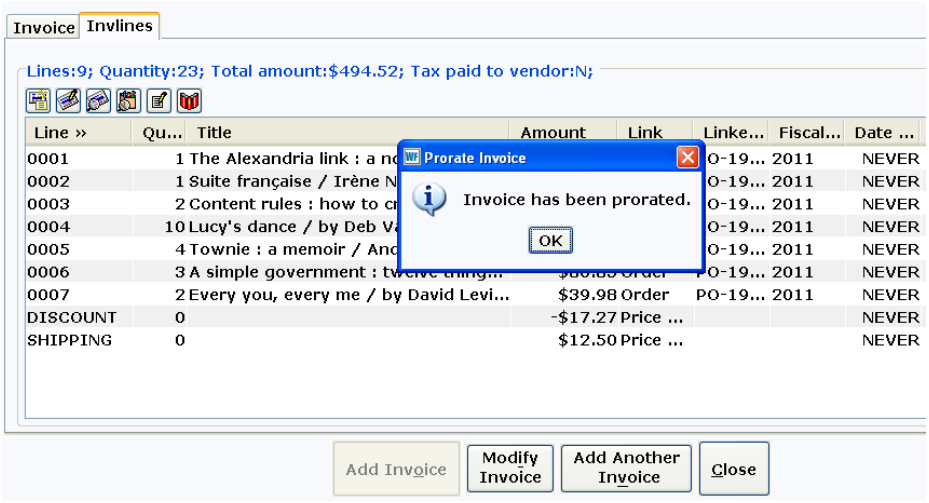


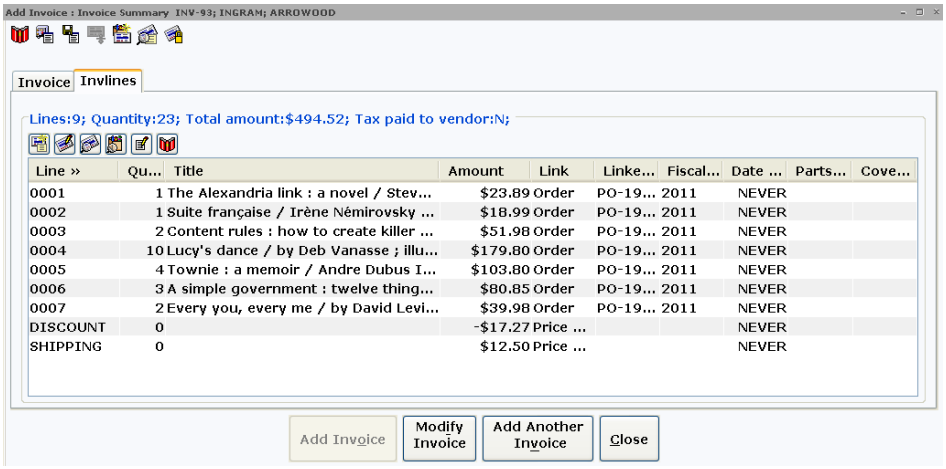
6. Click **Add Invoiceline**.

7. Enter Invoiceline Extended Information, make any other changes and click **Modify Invoiceline** to return to the **Invlines** tab.

8. If you have prorated the discount amount, click the *Prorate Invoice* helper and click **OK**.





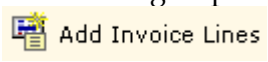


9. Click **Close** to complete the transaction or click the *Add Invoiceline* tool to continue adding invoice lines to this invoice.

Adding Invoice Lines with the Add Invoicelines Wizard

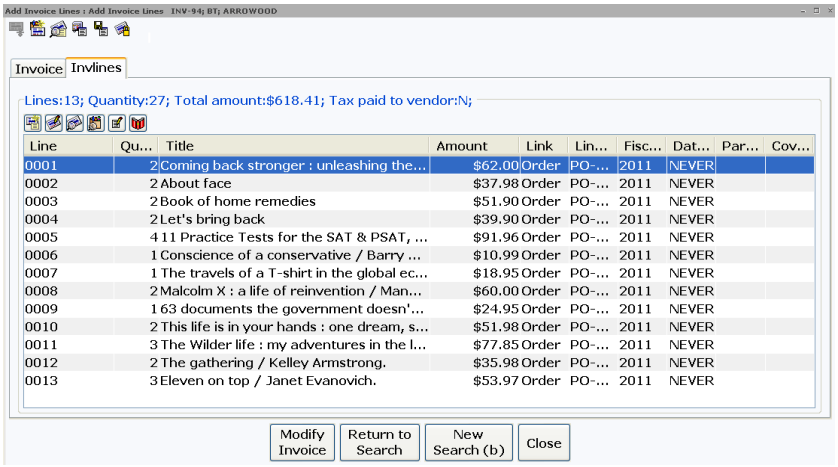
If you need to add additional invoice lines to an existing invoice, use the *Add Invoice Lines* wizard. You can use this wizard to edit, display, and remove existing invoice lines.

To add additional invoice lines:

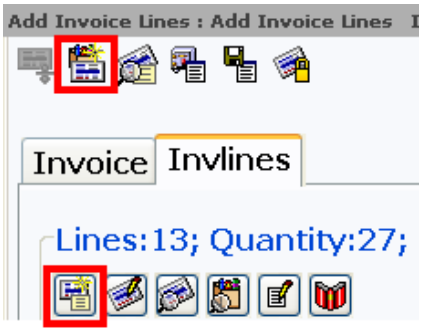
1. Within the Invoices group of wizards, click the *Add Invoice Lines* wizard. 

2. Search for the invoice you want to add lines to. You can search by invoice, order, vendor, or cataloging information. If more than one

record displays, double-click the invoice or highlight it and click **Add Invoiceline**.



3. Use the *Add Invoicelines* tool or the *Create Invoice Lines for Order* helper to add new invoice lines.



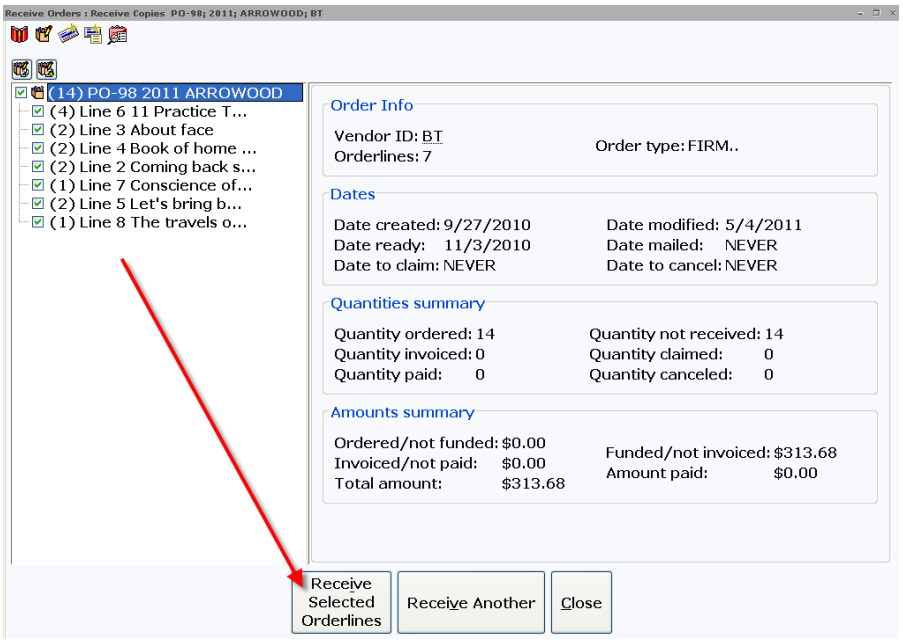
4. When you are finished adding invoice lines, click **Close** to exit the window.

Adding Invoices During Receipt

Depending on your properties, the *Add Invoice* and *Add Invoicelines* helpers may be available when receiving orders. Administrators can make these available in the *Receive Orders* wizard.

To add an invoice during receipt:

1. Receive the order lines using the *Receive Orders* wizard.

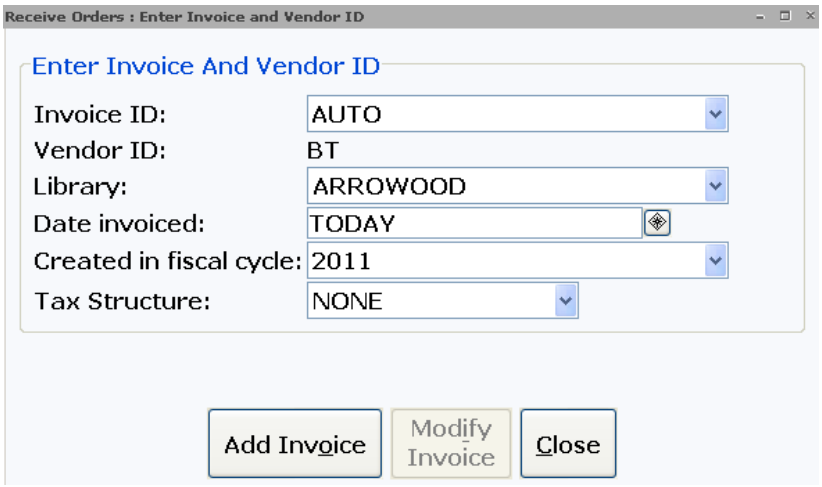


2. Click the *Add Invoice* helper.

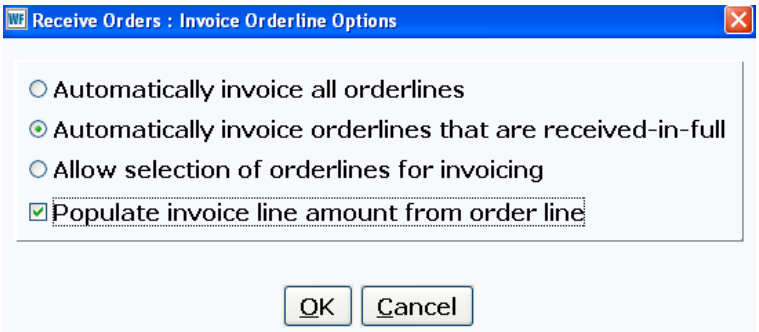
3. Type an Invoice ID or select AUTO from the drop-down menu.

4. The Date invoiced defaults to TODAY; however, you can change the default if necessary.

5. If your library is using the Tax Structure features, select a structure from the Tax Structure drop-down list. Libraries not configured to use the Tax Structure feature will not see this field. If you are not going to use a Tax Structure, select NONE.



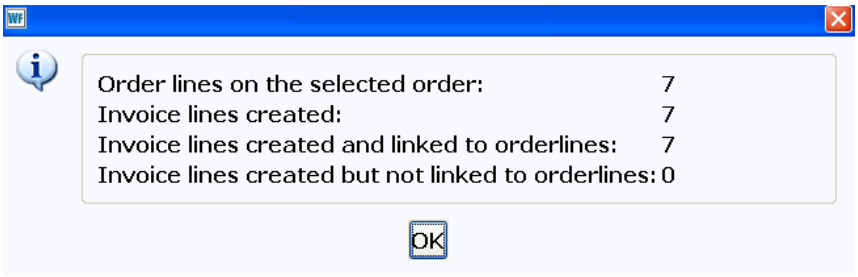
6. Click **Add Invoice**.



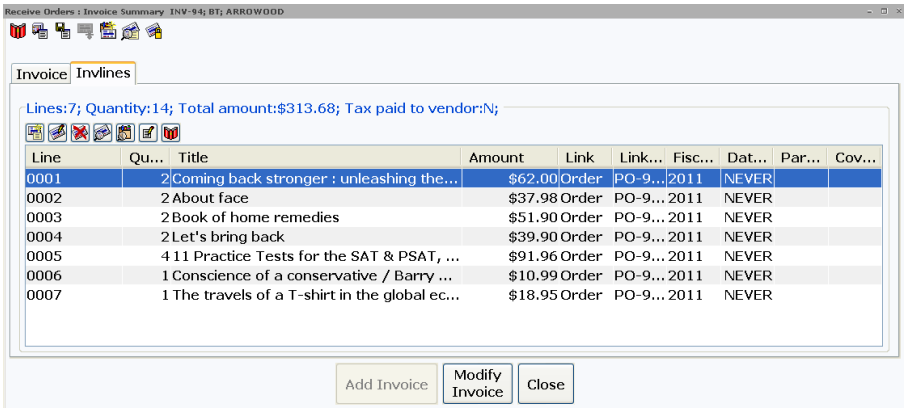
7. Select the Populate Invoice Line Amount from Order Line option to have the system have the order line price as the invoice line price. Clear this option when you expect that the order price and invoice price will differ. If this box is cleared, the invoice line amounts will default to zero.

The Session Settings will allow you to automatically default the options you want to use when creating invoices.

8. Click **OK**.



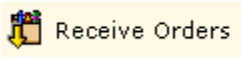
9. Click **OK** again.

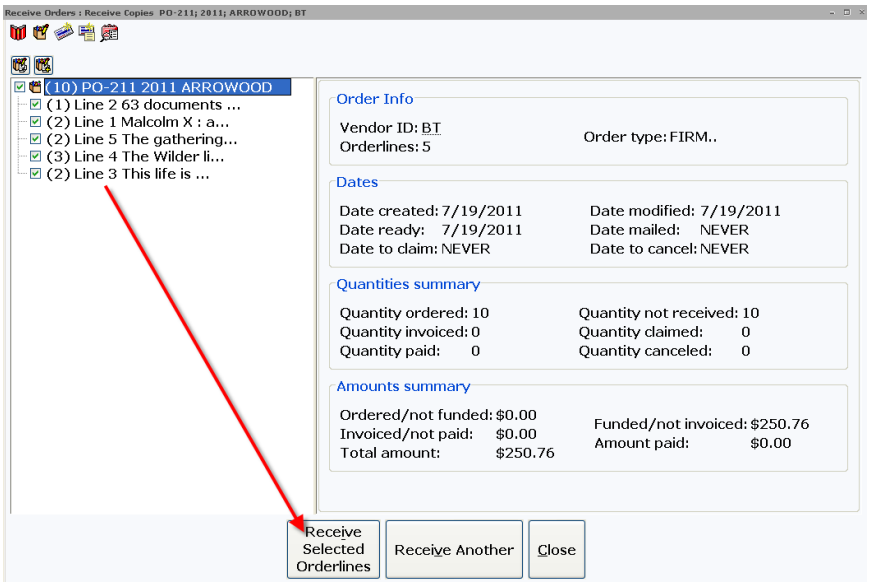


10. When you are finished working with the invoice, click **Close**.

To add invoice lines to an existing invoice during receipt:

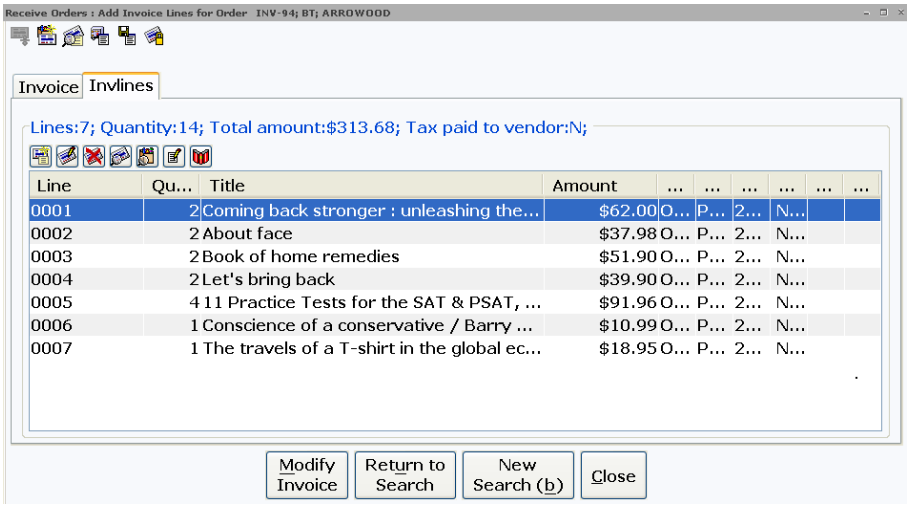
1. Receive the order lines using the *Receive Orders* wizard.



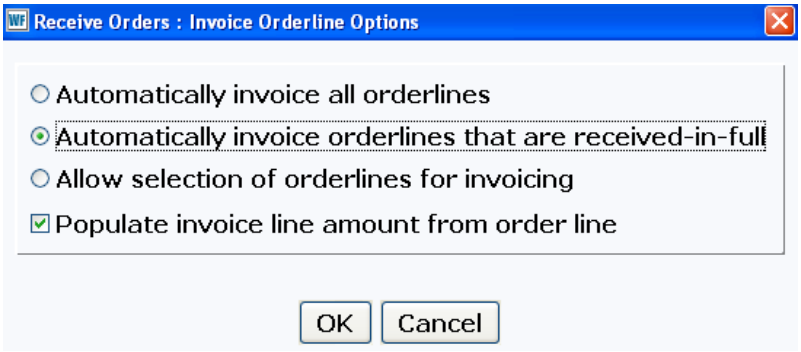


2. Click the *Add Invoice Lines* helper.

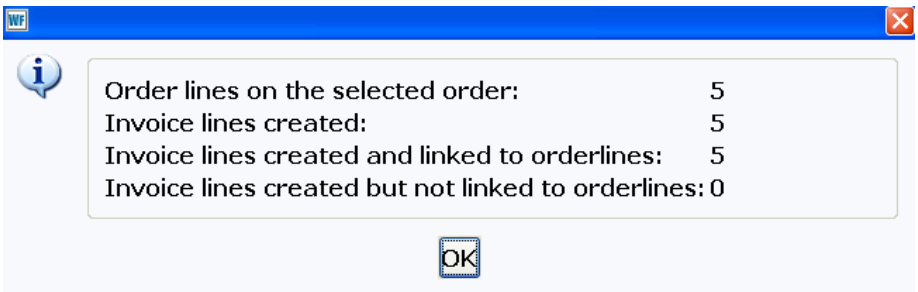
3. Search for the invoice to which you want to add invoice lines. If more than one invoice displays, double-click the invoice or highlight it and click **Add Invoiceline**.



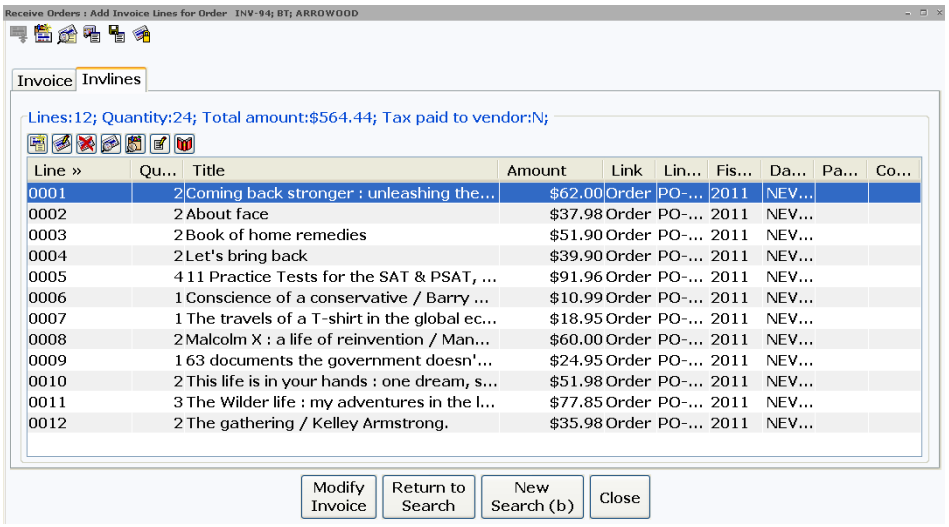
4. Click the *Create Invoice Lines for Order* helper to add the new invoice lines.



5. Click **OK**.



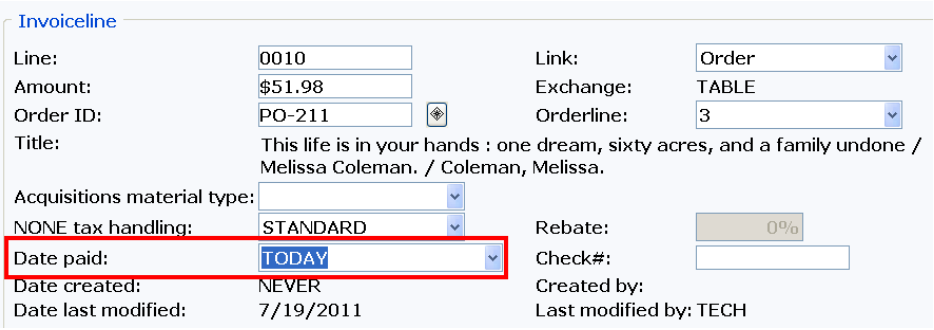
6. Click **OK** again.



7. Use the *Modify Invoiceline* tool to adjust amount when the order price and invoice amounts differ.

8. When finished, click **Close** to continue receiving orders.

If you are modifying each invoice line to adjust amounts, you can also update the Date Paid by select TODAY from the drop-down or entering a specific date.

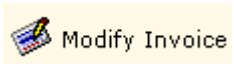


Modifying an Invoice/Invoice Lines

If you need to make changes to an existing invoice or existing invoice lines, use the *Modify Invoice* wizard. This wizard does not let you add additional invoice lines; you can only modify existing lines. Your system administrator can set behavior properties that control whether the invoice lines can be removed and paid when using this wizard.

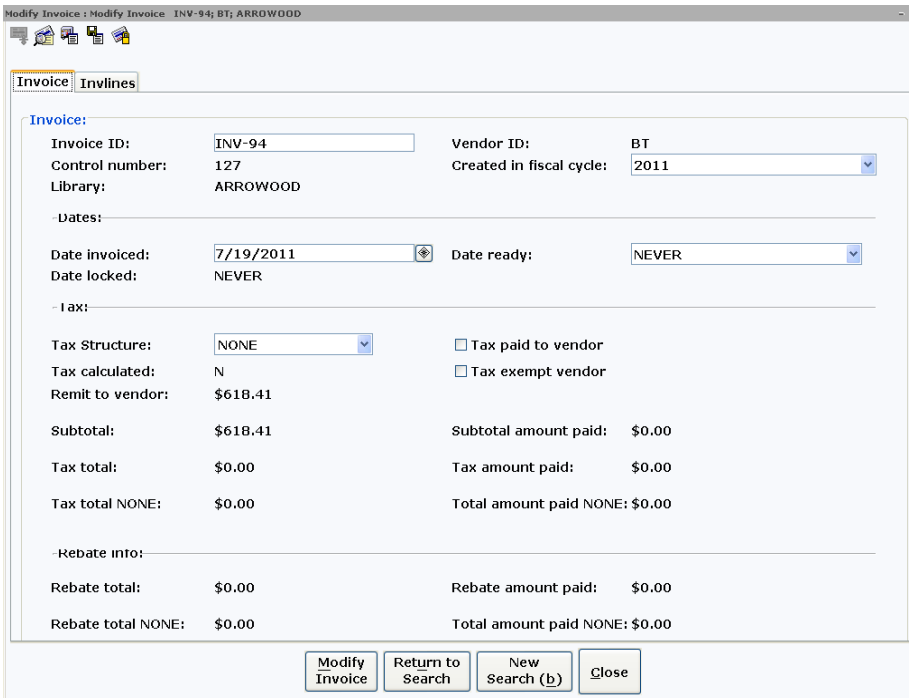
To modify an existing invoice/invoice line:

1. Within the Invoices group of wizards, click the *Modify Invoice* wizard.



2. Search for the invoice you want to modify. You can search by invoice, order, vendor, or cataloging information. If more than one record displays, double-click the invoice or highlight it and click **Modify Invoice**.

3. To change information about the invoice, click the **Invoice** tab.



4. On the **Invoice** tab, you can edit the Invoice ID, Created in Fiscal Cycle, Date Invoiced, and Date Ready fields. You may also be able to edit the Invoice Extended Information if these fields are set to display in your properties.

5. On the **Invlines** tab, select an invoice line and use the following tools to display and modify invoice and order line information:

The availability of these tools depends on the selections made in the behavior properties.

6. If an invoice line you created or modified needs to be prorated, the wizard displays the message "This invoice needs to be prorated" above the invoice tabs. If selected in the behavior properties to appear, the *Prorate Invoice* helper may be available to automatically prorate the invoice.

7. The *Display All Invoice Lines* helper is available for viewing summary invoice line information.

8. The *Display Funds Summary* and *Save Funds Summary* helpers are available for displaying funds encumbered and payments related to this invoice (vouchers), and for saving this information to a file, which can be viewed using a spreadsheet application.

9. When you are finished modifying the invoice, click *Modify Invoice* to save your changes and **Close** to exit the *Modify Invoice* wizard.

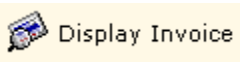
Displaying Invoices

Display Invoice Wizard

The *Display Invoice* wizard displays the status of all items on an invoice, a single invoice line on an invoice, all invoices, all invoices for a single vendor, or all invoice lines paid by a specified check number. You cannot modify invoices with this wizard.

To view an invoice:

1. Within the Invoices group of wizards, click the *Display Invoice* wizard.

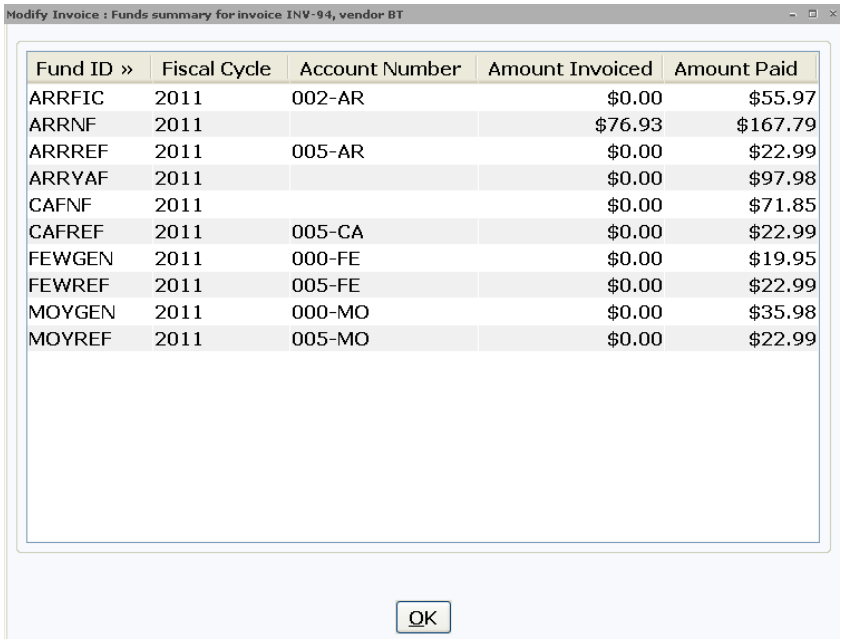


2. Search for the invoice you want to modify. You can search by invoice, order, vendor, or cataloging information. If more than one record displays, double-click the invoice or highlight it and click **Display Invoice**.

3. To view a specific invoice line, double-click the line or highlight it and click the *Display Invoiceline* tool.

4. To go back to the invoice, click **Cancel**. Clicking **Close** in the Display Invoiceline window will close the entire invoice.

5. To view specific invoice fund information related to the invoice, including summarized fund encumbrances and payments, click the *Display Funds Summary* helper.



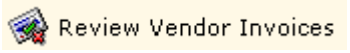
6. To save specific invoice fund information, including summarized fund encumbrances/payments related to the invoice, to a file on your workstation, click the Save Funds Summary helper. The helper outputs the fund summary data in a comma-delimited format and saves the data to a file with a .csv extension. This file can be viewed using a spreadsheet application.

7. Click **New Search** to display another invoice or click **Close** to exit the wizard.

Review Vendor Invoices Wizard

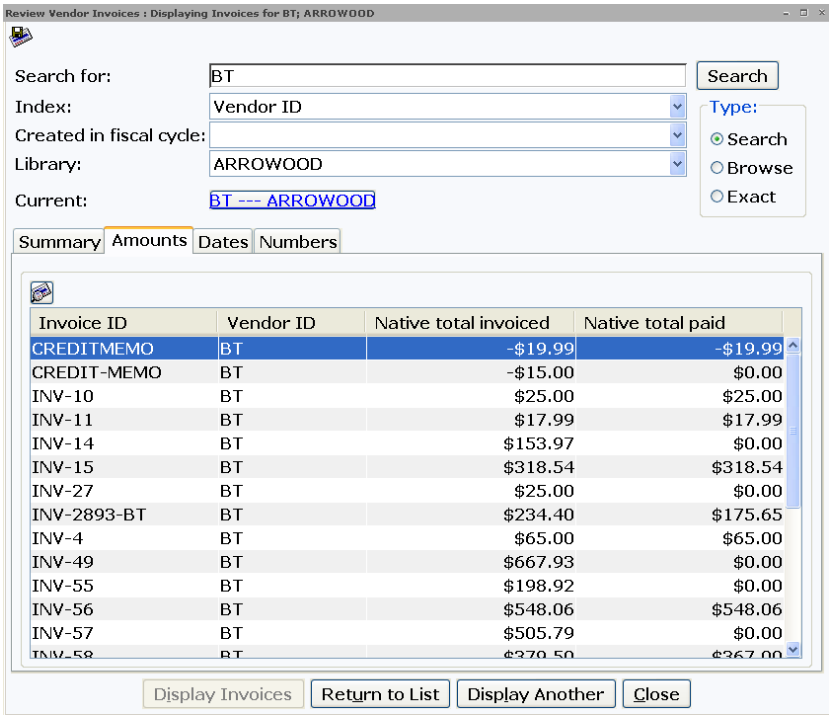
Use the *Review Vendor Invoices* wizard to view summary information and detailed information about all invoices attributed to a vendor.

To review vendor invoices:

1. Within the Invoices group of wizards, click the *Review Vendor Invoices* wizard. 

2. Using the Index drop-down, select the index you want to use to search for the vendor, enter your information in the Search For field and click **Search**. (You can leave the Search For field empty and click **Search** to retrieve a list of all vendors for that fiscal cycle and library.)

3. If more than one record matches your search, highlight the vendor you want to view and click **Display Invoices**.



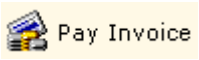
4. Click **Display Another** to review invoices for another vendor or click **Close** to exit the wizard.

Paying an Invoice

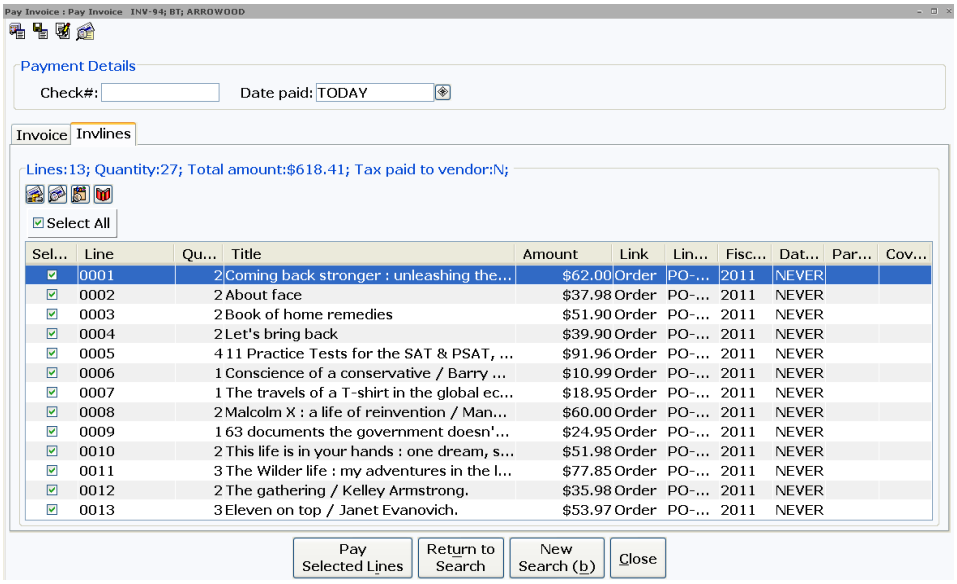
The *Pay Invoice* wizard allows full or partial payments to be applied to an entire invoice or to individual invoice lines.

To pay an invoice:

1. Within the Invoices group of wizards, click the *Pay Invoice* wizard.



2. Search for the invoice you want to pay. You can search by invoice, order, vendor, or catalog information. If more than one record displays, double-click the invoice or highlight it and click **Pay Invoice**.



3. If necessary, enter the Check# you want to assign to this invoice. This field is optional. If no check number is assigned at this time, leave this field blank.

4. If you want a different Date Paid than TODAY, type the date or use the *Calendar* gadget to select a date.

5. Select the box for each invoice line you want to pay or select the **Select All** check box to pay the entire invoice.

6. Click **Pay Selected Lines**.

7. When you have completed the payment process, click **Close** to exit the window.

You can also update the Date Paid and Amount Paid fields in the order line using the *Modify Order* wizard.

Locking and Unlocking Invoices

If your library outputs invoices to an external financial system, you can prevent changes to invoices once the invoices have been output by locking the invoice. Once the date locked is set, most changes to the invoice are prevented. If you need to make changes to an invoice after it has been locked, you must use the *Unlock Invoice* wizard to allow changes to the invoice.

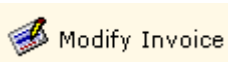
Locking an Invoice

Use the *Lock Invoice* helper to prevent changes to an invoice. Once the invoice is locked no changes can be made to the invoice or to the invoice lines, with the exceptions that the invoice extended information can be edited and invoice lines can be paid using the *Pay Invoice* wizard or the *Pay Invoiceline* tool. A behavior property in the *Pay Invoice* wizard allows you to automatically set the Date Locked when the invoice is paid.

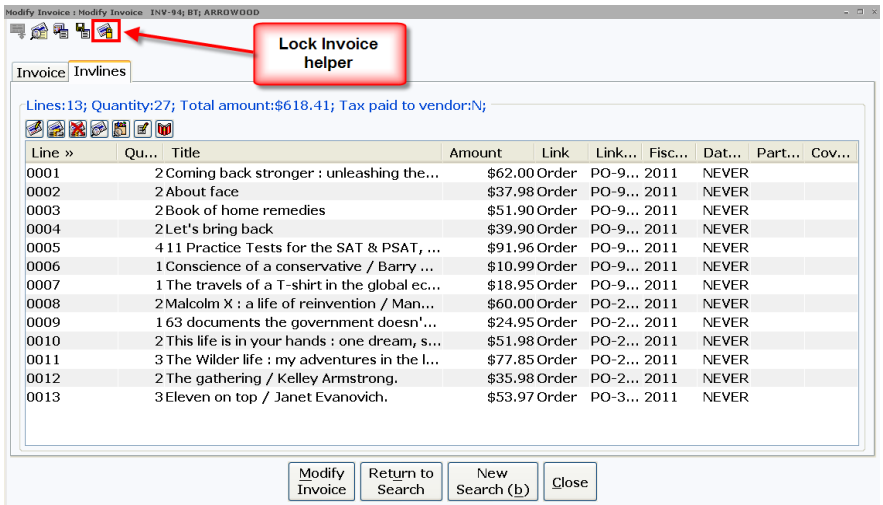
For more information about locking invoices, refer to the WorkFlows online Help topic “FAQs: Locking Invoices.”

To lock an invoice:

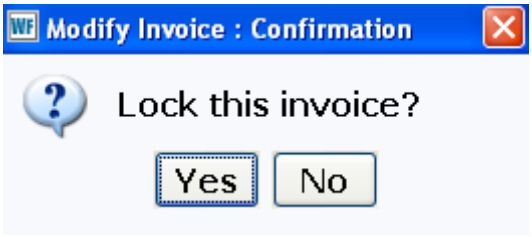
1. Within the Invoices group of wizards, click the *Modify Invoice* wizard.



2. Search for the invoice you want to lock. You can search by invoice, order, vendor, or cataloging information. If more than one record displays, double-click the invoice or highlight it and click **Modify Invoice**.

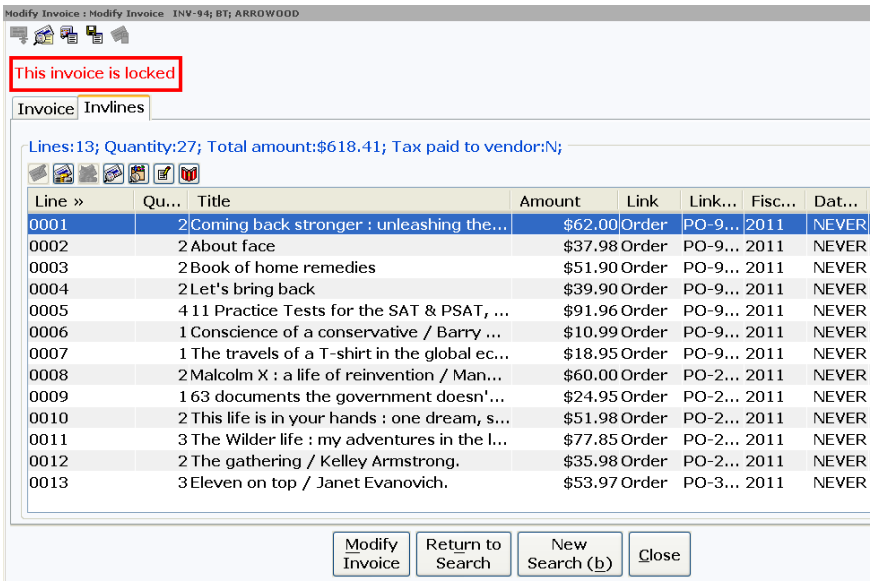


3. Click the *Lock* helper.



An invoice cannot be locked until at least one line has been added. An invoice cannot be locked if it needs proration or if an invoice line is under linked. There is also a report that lets you lock invoices in batch.

4. Click **Yes** to confirm you want to lock the invoice.



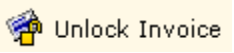
5. Click **Close**.

Unlocking an Invoice

Use the *Unlock Invoice* wizard to reverse locking. Unlocking an invoice sets the date locked to NEVER and lets you make changes to the invoice.

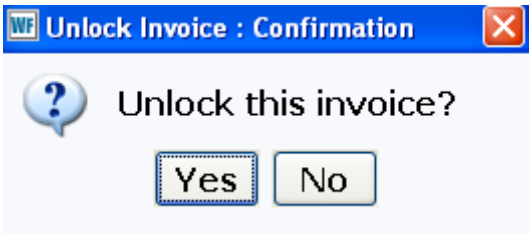
To unlock an invoice:

1. Within the Invoices group of wizards, click the *Unlock Invoice* wizard.



2. Search for the invoice you want to unlock. You can search by invoice, order, vendor, or cataloging information. If more than one record displays, double-click the invoice or highlight it and click **Unlock Invoice**.

3. Click **Unlock Invoice** again.



4. Click **Yes** to confirm that you want to unlock the invoice.

5. Click **Close** to complete this transaction and exit the window.

6. Use the *Modify Invoice* wizard to make changes to the unlocked invoice.

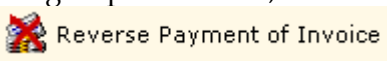
A behavior in the *Reverse Payment of Invoices* wizard provides for automatically unlocking an invoice when an authorized staff person requests reverse payment of a locked invoice. A warning lets the staff person know that the previously locked invoice has been unlocked.

Reversing Payments of an Invoice

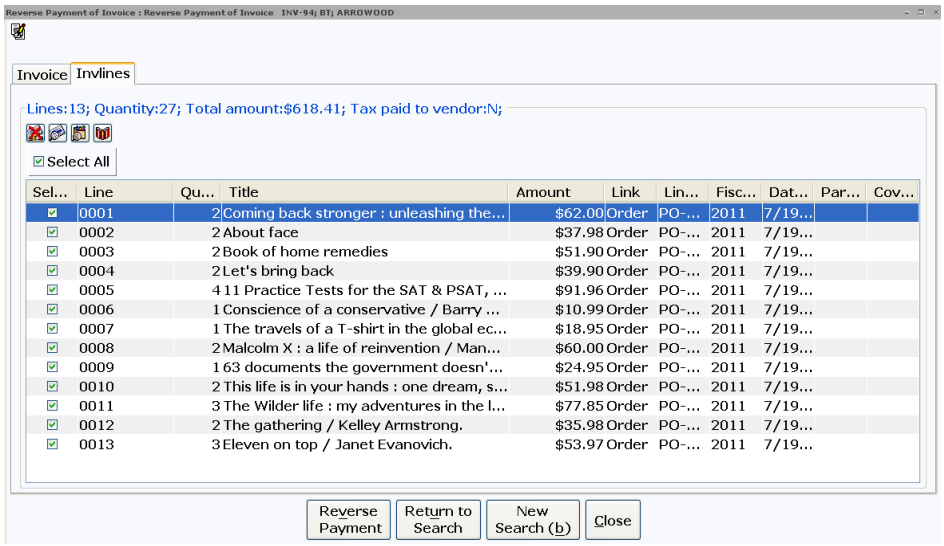
You can use the *Reverse Payment of Invoice* wizard to locate a paid invoice or invoice lines and reverse the payment. When reversing a payment the expended amounts become unexpended against the budget. The amount reversed moves from the "paid" column back to the "invoiced" column in the fund and vendor records information.

It is possible to undo payment of all invoice lines at once, or select individual invoice lines for reverse payment. You can also edit the invoice and invoice line extended information using this wizard.

To reverse payment of an invoice:

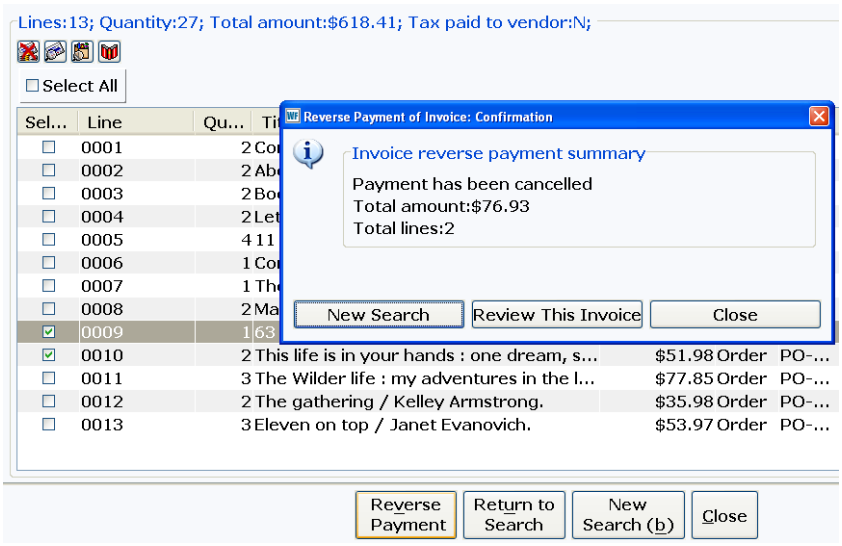
1. Within the Invoice group of wizards, click the *Reverse Payment of Invoice* wizard. 

2. Search for the invoice for which you want to reverse payment. You can search by invoice, order, vendor, or catalog information. If more than one record displays, double-click the invoice or highlight it and click **Reverse Payment**.



3. Select the line(s) you want to reverse payment of or check the **Select All** box to select all invoice lines.

4. Click **Reverse Payment**.



5. Choose one of the following actions:

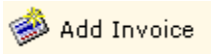
- **New Search** to search for a new invoice to reverse payment on.
- **Review This Invoice** to review the information for the invoice you just reversed payment on.
- **Close** to complete this transaction and exit the window.

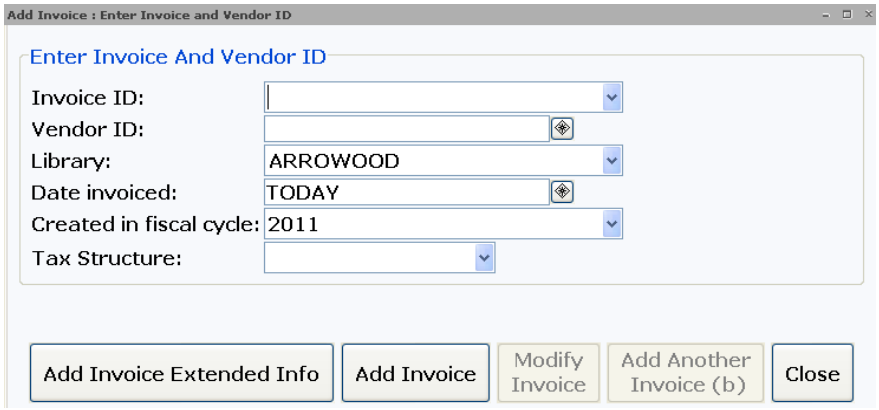
You can also reverse payments in the *Modify Invoice* wizard. Payments can be canceled for order lines directly using the *Modify Order* wizard.

Creating a Credit Memo

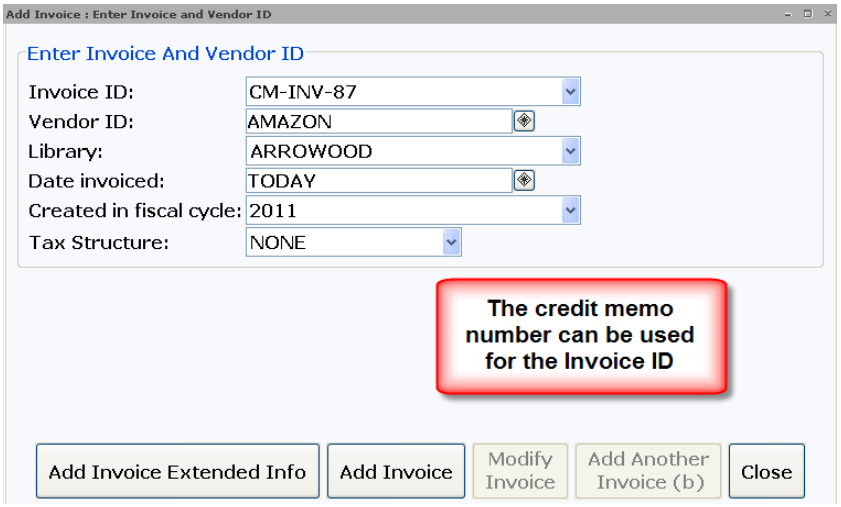
To create a credit memo:

1. Within the Invoices group of wizards, click the *Add Invoice* wizard.





2. Type the Invoice ID, or select AUTO from the drop-down to have the system assign a unique invoice ID number.



3. Type the Vendor ID or click the *Vendor ID* gadget to search for a vendor. Only one vendor can be selected.

4. The Date invoiced defaults to TODAY; however, you can change the default if necessary.

5. If your library is using the Tax Structure features, select a structure from the Tax Structure drop-down list. Libraries not configured to use the Tax Structure feature will not see this field. If you are not going to use a Tax Structure, select NONE.

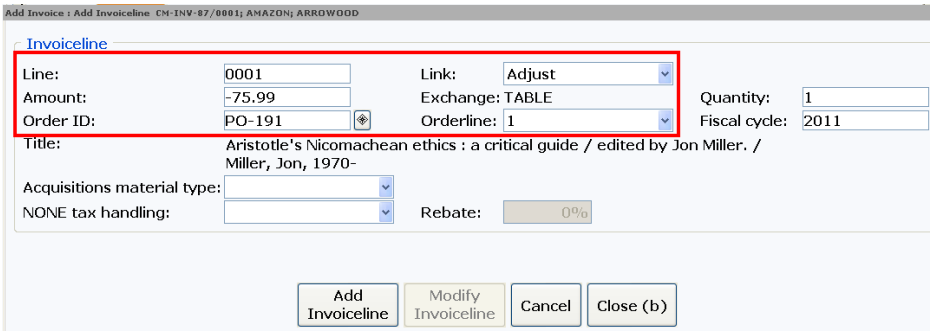
6. Click **Add Invoice**.

7. Click the *Add Invoiceline* tool.

8. Using the Link drop-down, select ADJUST.

9. Enter the amount credited as a negative number, e.g. -15.00.

10. Using the *Order ID* gadget, search for and select the order and order line for which you are receiving credit.



11. Click **Add Invoiceline**.

12. Click **Modify Invoiceline** or **Cancel**.

13. When finished, click **Close**.

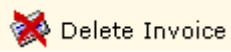
Refer to the WorkFlows online help topic "Processing Vendor Refunds and Credits" for information on how to handle vendor credits and refunds.

Deleting an Invoice

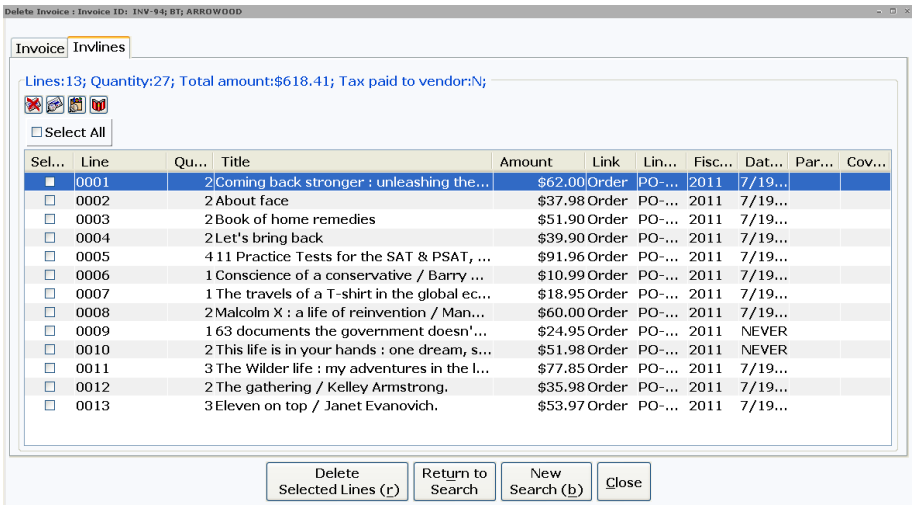
If you need to delete an entire invoice or individual invoice lines from your system the *Delete Invoice* wizard will let you remove **unpaid** invoices/invoice lines. If the invoice or invoice lines have been paid, the system will not let you remove the invoice or invoice line(s). If an invoice or invoice lines are deleted, the amount in the invoice column moves back to the encumbered column in the fund and vendor record information.

To delete an unpaid invoice:

1. Within the Invoices group of wizards, click the *Delete Invoice* wizard.

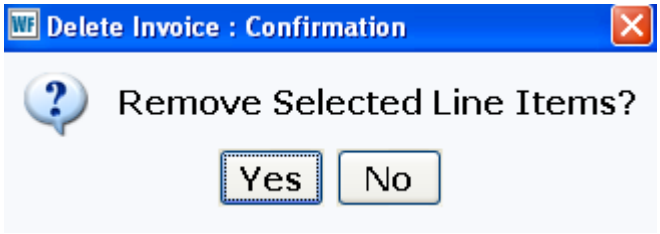


2. Search for the invoice you want to delete. You can search by invoice, order, vendor, or catalog information. If more than one record displays, double-click the invoice or highlight it and click **Delete Invoice**.



3. Select the line(s) you want to delete or check the **Select All** box to select all invoice lines.

4. Click **Delete Selected Lines**.



One of the following will happen:

- If you chose to remove all invoice lines, the wizard will prompt you with the message "Remove Invoice and All Line Items?" Click **Yes**, and the invoice and all invoice lines will be removed. Click **OK** to return to the **Invlines** tab.
- If you choose to remove selected invoice lines, the wizard will prompt you with the message "Remove Selected Line Items?" Click **Yes**, and only the selected invoice lines are removed. The wizard displays a confirmation message indicating the number of invoice lines removed. Click **OK** to return to the **Invlines** tab.

5. Click **Close**.

Processing Items

There are three ways to create the item records for titles you have ordered for the library:

- The *Add Ordered Items to Catalog* wizard
- The *Add Item* or *Call Number and Item Maintenance* wizard (in Cataloging toolbar)
- The Load Bibliographic Records report

The method you choose depends on your library's processes and decided workflow.

The recommended method used in the Acquisitions module is the *Add Ordered Items to Catalog* wizard because it adds the item records and loads (completes) the order line.

If you use the *Add Item* or *Call Number and Item Maintenance* wizard you must do so from the Cataloging module and you will have to manually set the Date Loaded field in the order record for each order line items created using this wizard. See the SirsiDynix Symphony Cataloging training guide for instructions on how to use this wizard.

The Load Bibliographic Records report can also be used to create item records for titles ordered. This is a convenient method to use when batch creating shelf-ready items you receive from a vendor. If you use the report to create your item records, you will have to either manually set the Date Loaded field in the order record for each order line, or set the *Receive Orders* wizard to set the Date Loaded as well as the Date Received. See the SirsiDynix Symphony Cataloging training guide for instructions on how to run the Load Bibliographic Records report.

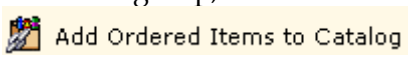
In this section you will learn to:

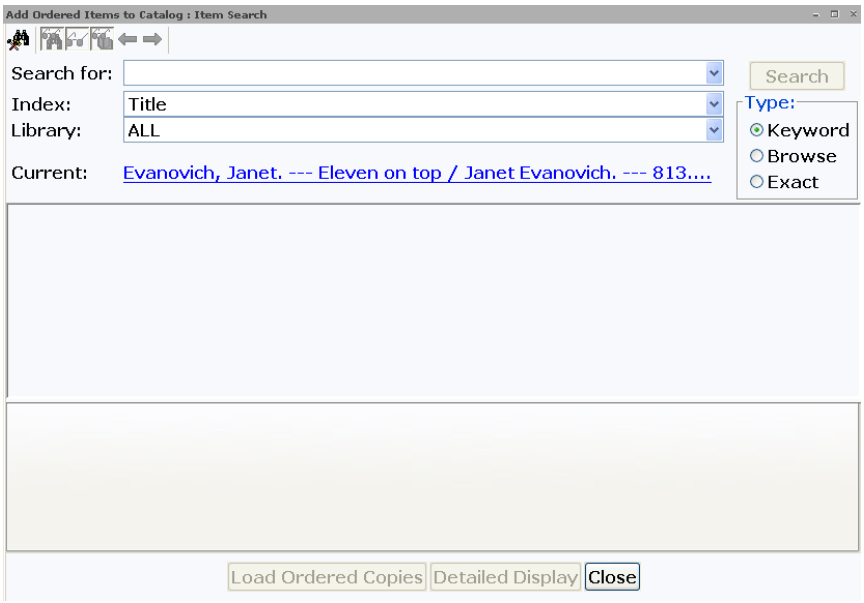
- Create items using the *Add Ordered Items to Catalog* wizard.
- Use the *Global Modification* helper.
- Use the *Modify Title* helper.
- Understand how to create items with cataloging wizards.
- Understand how to load orders when using Bibload to create items.

Add Ordered Items to Catalog Wizard

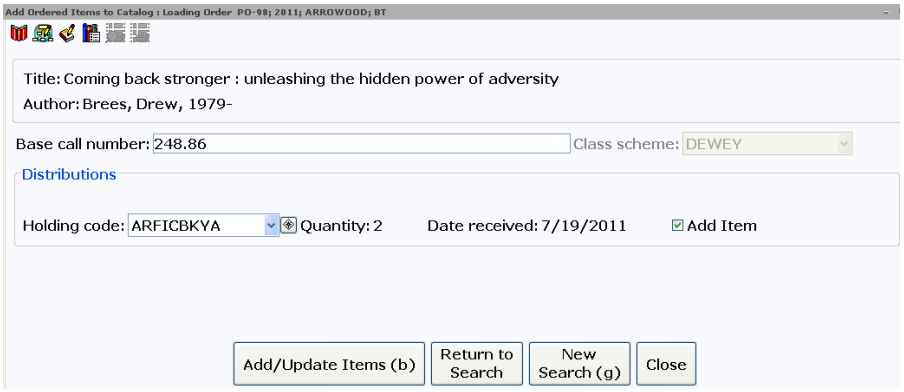
The *Add Ordered Items to Catalog* wizard lets you quickly create a call number record and copy (item) record for titles you just received. Once the titles are loaded, the order status becomes "Complete." Also, after the item record is created, the "received" order status in the OPAC changes to the status of the Home Location or a Current Location of "Available Soon" for the item. The Loaded field in the order line is also updated with the date the item record was created.

To use the Add Ordered Items to Catalog wizard:

1. Within the Orders group, click the *Add Ordered Items to Catalog* wizard. 



2. Search for the title you want to create items for. If more than one title displays, double-click the order or highlight it and click **Load Ordered Copies**.



3. Modify the Base call number, if necessary. This is the most efficient place for a cataloger to specify the call numbers for these items. All call number records created for various libraries or for parts in a set will share this base call number.

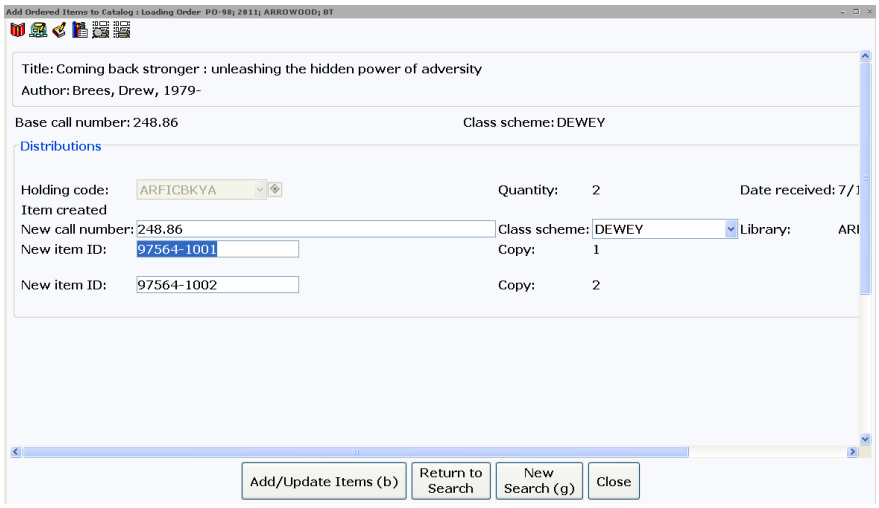
   If you modify the Base call number field, the Class scheme field becomes active. Modify the Class scheme for the base call number, if necessary.

4. You can change the Holding code by selecting a different code from the drop-down list, or by clicking the gadget to look up a code. You can also accept the Holding code from the order line distribution which is what displays by default.

5. The Date received displays the date this order line was received with the *Receive Orders* wizard. If your behavior properties for this wizard are set to allow receiving, you can receive the title and create the item record from this screen by checking the Add Item box and entering a Date received.

6. If a particular distribution should not be loaded (item created), clear the corresponding Add Item check box.

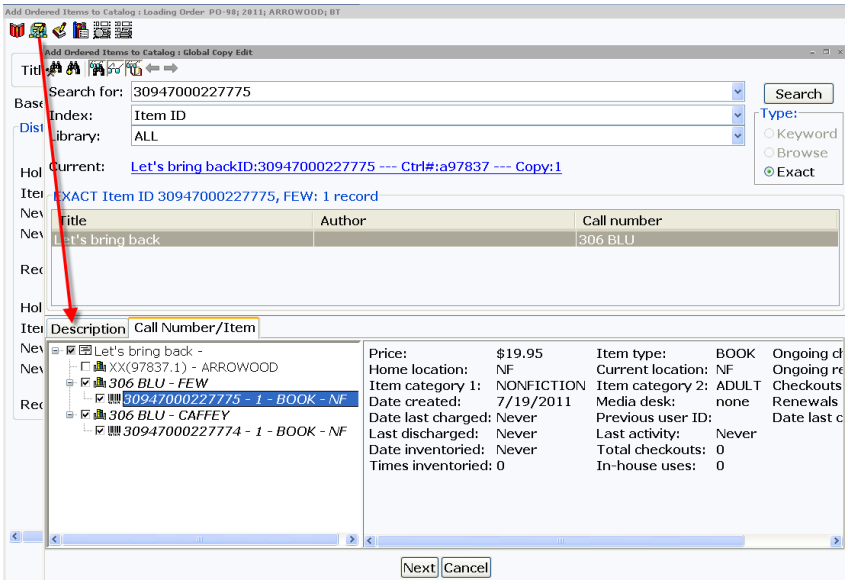
7. Click **Add/Update Items**.

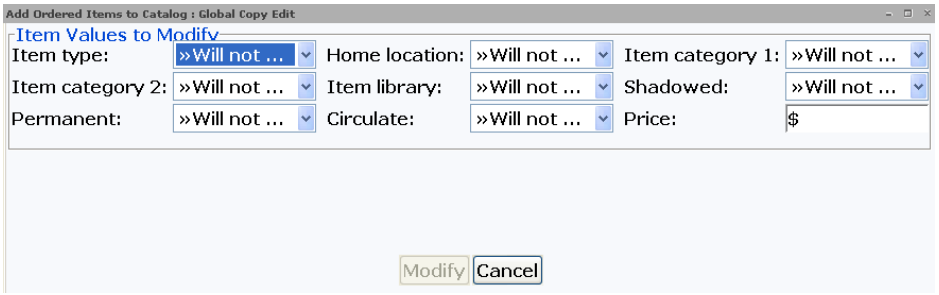


8. Scan the New item ID (barcode), or type a new ID and click **Add/Update Items** to complete the load.

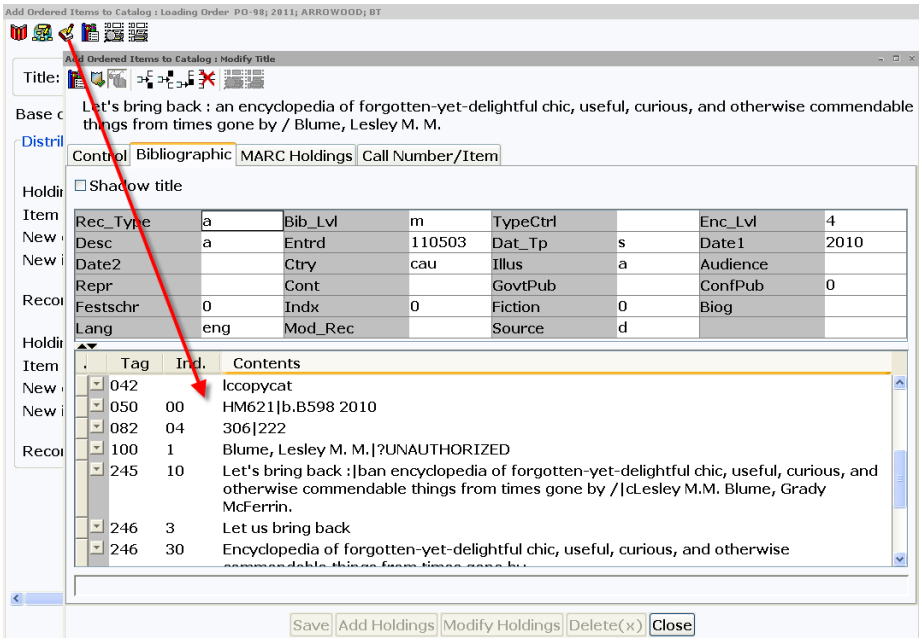
9. Copies created through the *Add Ordered Items to Catalog* wizard contain a link to the order line distribution record that created it. The Date loaded field is automatically updated in the order line when Add Ordered Items to Catalog process is completed.

   - You can use the *Global Item Modification* helper to change item values for one or more of the newly created copies. You can make Item type, Home location, Item library, Shadow, Permanent, Circulate, and Price changes to one or more items.





- You can use the *Modify Title* helper to make necessary changes to the bibliographic record. This helper lets you open the title record in MARC view and make changes.



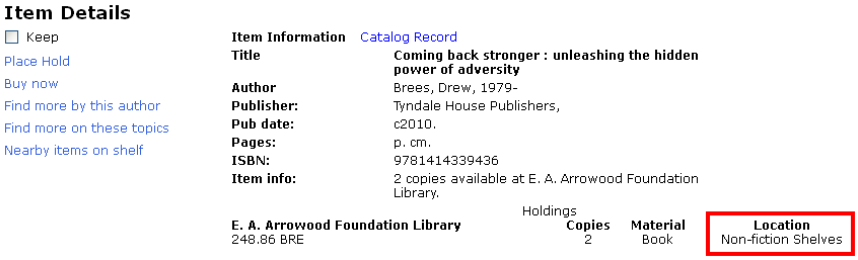
10. Click **Close** to exit the wizard or click **New Search** to look up the next title for which you want to create items.

For more information about adding ordered items to the catalog, refer to the WorkFlows online Help topic “FAQs: Adding Ordered Items to the Catalog.”

Understanding the Results

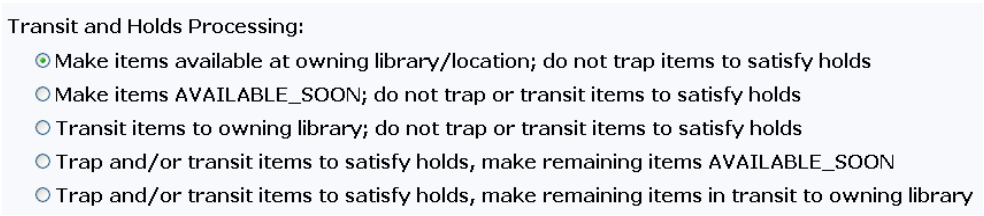
Once you use the *Add Ordered Items to Catalog* wizard to create your item records, a few things have happened in the system.

- The status of the order has changed from "Received" to designated Home Location or a Current Location of "Available Soon." The OPAC display may look like this:



- Depending on the property settings for your *Add Ordered Items to Catalog* wizard, the items may have been used to trap holds.
- Depending on the property settings for your *Add Ordered Items to Catalog* wizard, the items may have been put in transit to the owning library.

A staff member with system administrator privileges will need to set the hold and transit property behaviors. The *Add Ordered Items to Catalog* has the following transit and holds processing options:

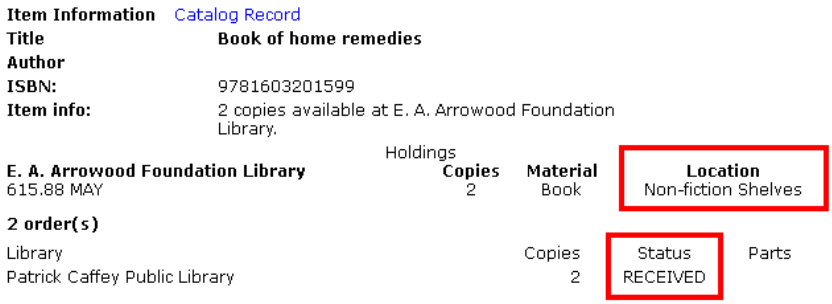


For those items set to the Current Location of Available Soon, once the item is shelf ready, staff can use the *Discharging* or *Check Item Status* wizard to route the item to its next destination whether it be to the holds shelf or to a shelf in the regular collection of the owning library.

Choose the Transit and Hold behavior settings that are appropriate for your library.

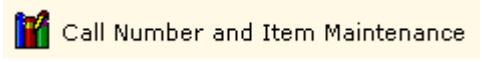
Using Cataloging Wizards to Create Items

The *Call Number and Item Maintenance* and *Add Items* wizards can be used to create and modify call numbers and create item records for ordered materials. However, if you use the cataloging wizards to create item records, you will have to either manually set the Date Loaded field in the order record for each order line, or set the *Receive Orders* wizard to update the Date Loaded as well as the Date Received. If the Date Loaded contains the value of NEVER, the status of the item will show as ON-ORDER or RECEIVED.



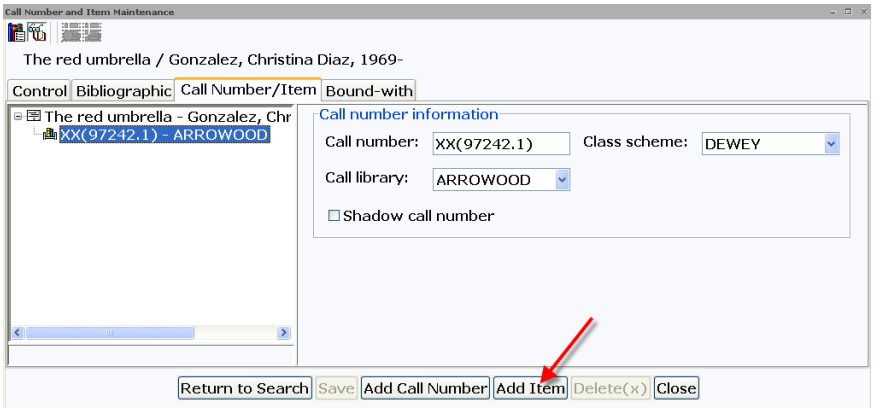
To create items with the Call Number and Item Maintenance wizard:

1. Navigate to the Cataloging toolbar and click the *Call Number and Item Maintenance* wizard under the Common Tasks group of wizards.

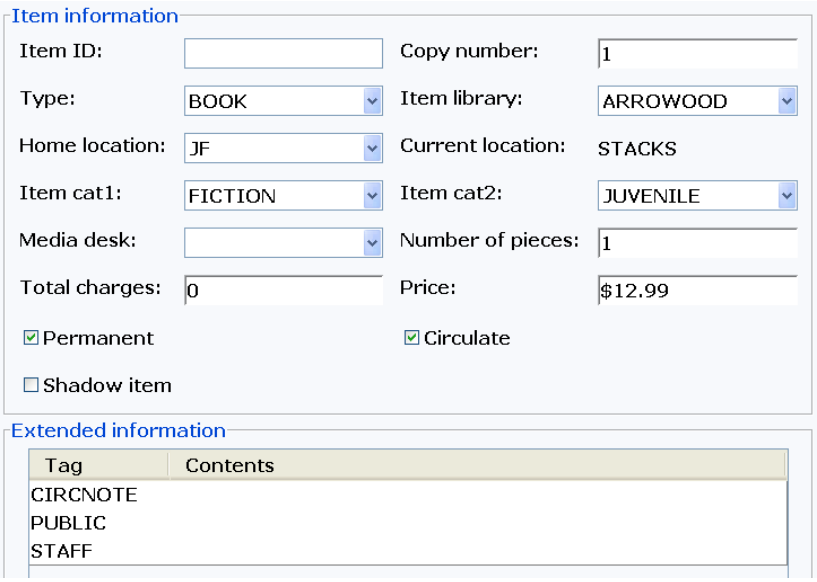


2. Type search terms in the Search For box and click **Search**, or if available, click the Current title.

3. Click **Add Item**.



4. Make modifications to the item information such as Home Location, Item Type, Item Category 1 and 2, and Price.



5. Enter the barcode of the item. If you scan the barcode, your scanner should automatically save your changes. If you type in the barcode, click **Save**.

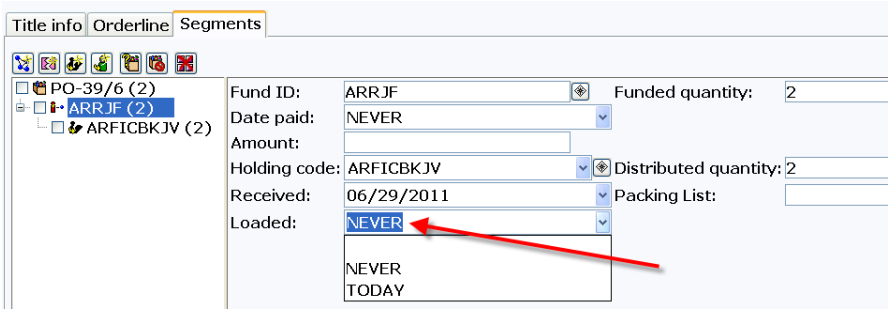
6. Modify the Call Number and Class Scheme, if necessary. When orders are placed, an auto-generated call number can be used.

7. Click **Save**.

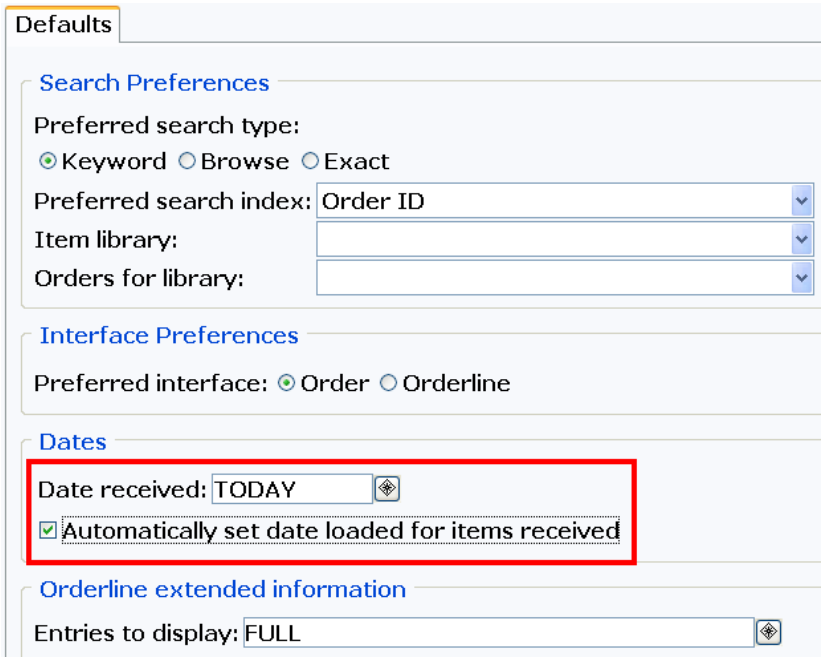
8. Click **Return to Search** to add holdings to another title or click **Close** to exit the wizard.

Adding items using the catalog wizards will *not* close the order as the *Add Ordered Items to Catalog* does. If this date is not changed, the

OPAC will display copies that are still on-order and copies that will be available soon, on the holds shelf, or on the shelf in the general collection. Therefore, the Date Loaded for this title must be updated in the acquisitions information by using the *Modify Order* wizard and modifying the order line information.



Or you can update the Date Loaded for order lines in the *Receiving Orders* wizard by selecting the "Automatically Set Date Loaded for Items Received" property of the wizard.

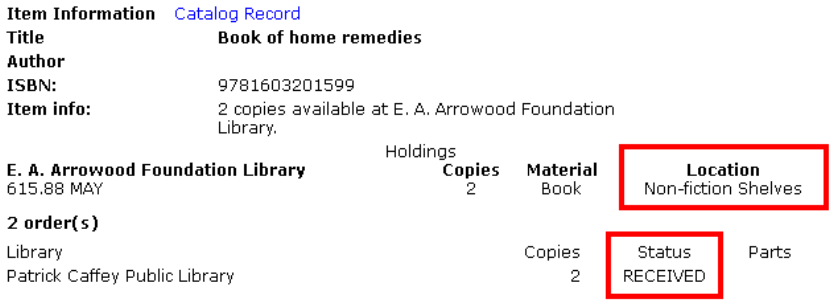


For more information about creating call number and item records with cataloging wizards, refer to the SirsiDynix Symphony Cataloging training guide.

Using Bibload to Create Items

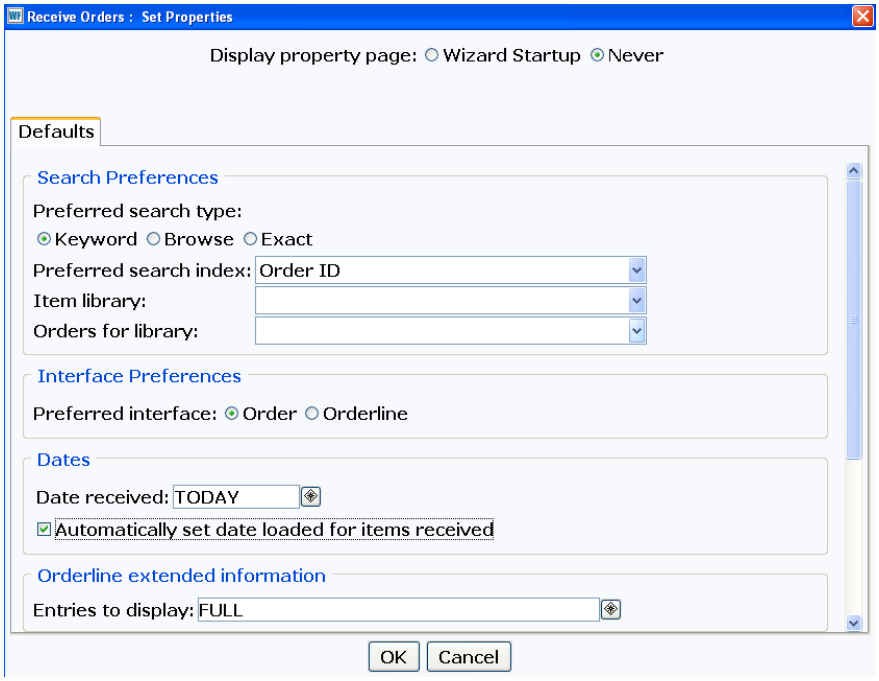
The Load Bibliographic Records report can be used to create item records for titles ordered. This method can be especially helpful when creating shelf-ready items you receive from the vendor. Usually a 9XX tag that contains all of the item information exists within each bibliographic record. The system will match on the existing bibliographic records created for the ordering process, update those bibliographic records, and add item records for each library as defined by the 9XX tags.

However, if you use the report to create item records, you will have to either manually set the Date Loaded field in the order record for each order line or set the *Receive Orders* wizard to update the Date Loaded as well as the Date Received. If the Date Loaded contains the value of NEVER, the status of the item will show as ON-ORDER or RECEIVED.

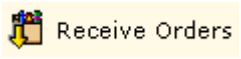


To receive and load orders simultaneously:

1. Within the Orders group of wizards, right-click the *Receive Orders* wizard.
2. Click **Properties**.
3. Select the Automatically Set Date Loaded for Items Received check box.

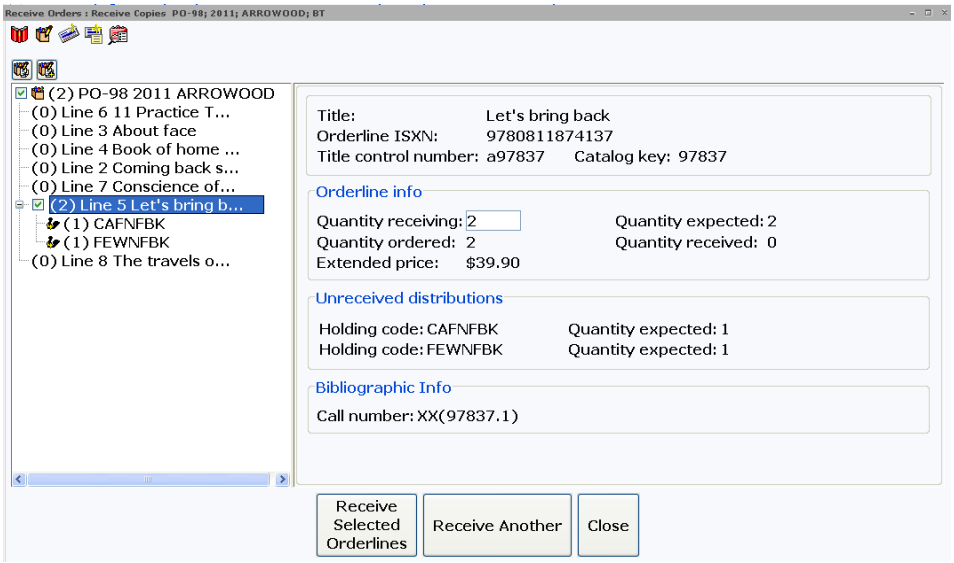


4. Click **OK**.

5. Click the *Receive Orders* wizard. 

6. Search for the order you want to receive. You can search by order or cataloging information. If more than one record displays, double-click the order or highlight it and click **Receive Orders**.

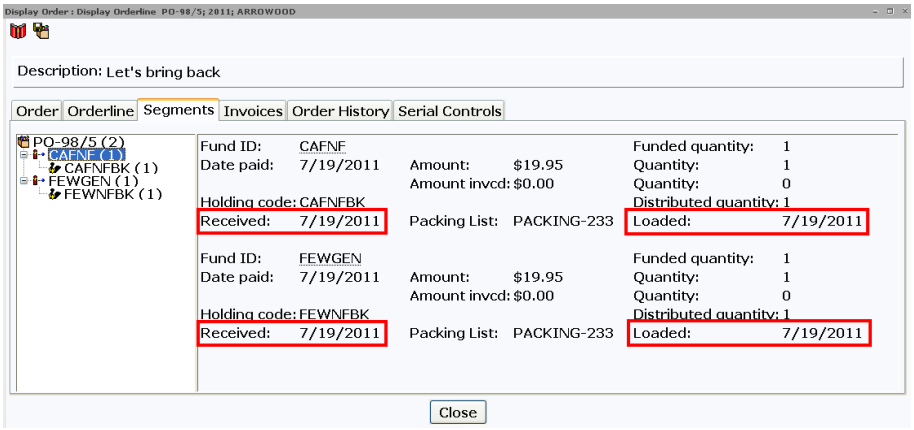
7. Select the titles you want to receive changing the number of copies and distribution if necessary.



8. Click **Receive Selected Orderlines**.

9. When you are finished receiving items, click **Close**.

Below is the updated Date Received and Date Loaded fields using the property within the *Receive Orders* wizard:



Generating Claims

There are three basic ways for a claim to be associated with an order line:

- When an order passes its Date to Claim, the Create Late Order Claims report can automatically add a claim segment to the appropriate outstanding line items on that order.
- SirsiDynix Symphony automatically creates a claim segment if, for a multipart or multi-copy line item, some, but not all of the parts or copies are received through the *Receive Orders* wizard.
- You may create a claim segment at the workstation as well.

In this section you will learn to:

- Manually create a claim segment.
- Understand how the system automatically creates short claims.
- Understand how the system creates late claim segments.
- Understand how to notify vendors of claims.

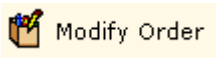
Manually Creating a Claim

A claim is typically created when ordered materials do not arrive on time, and the claim period specified in the vendor record has passed. You can also create claims for other reasons. For example, you might create a claim for materials that arrive damaged or defective.

Creating claim records helps you track items that have not been received. They also trigger an automated report process that notifies vendors of outstanding items.

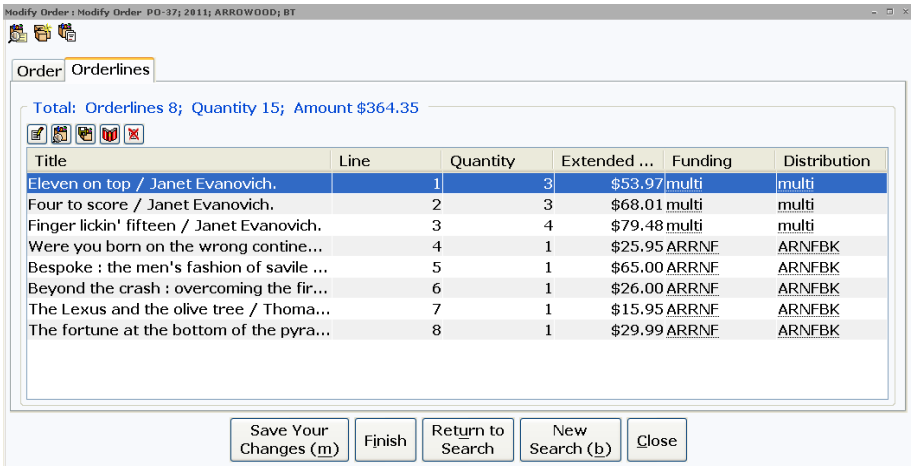
To create a claim:

1. Within the Orders group of wizards, click the *Modify Orders* wizard.



2. Search for the order in which you want to add a claim.

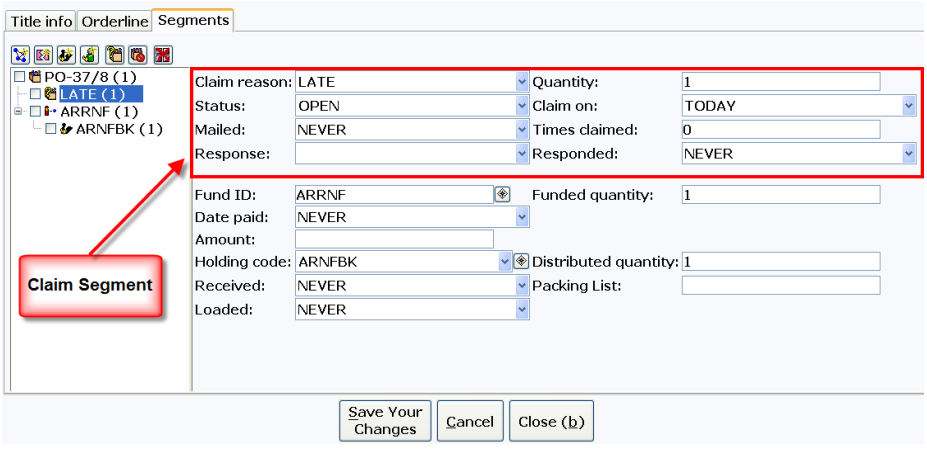
3. Select the order and click **Modify Order**.



4. Double-click the order line for which you want to claim or highlight it and click the *Modify Orderline* tool.

5. Click the **Segments** tab.

6. Click the *Add a Claim* tool.



7. Using the drop-down, select a Claim Reason.

8. If necessary, in the Quantity field, enter the number of copies to claim.

   Do not update the Mailed or Times Claimed fields if you are using the Vendor Acquisition Claim notice report to generate notices. If you are not going to generate notices through WorkFlows, you can update these fields at this time.

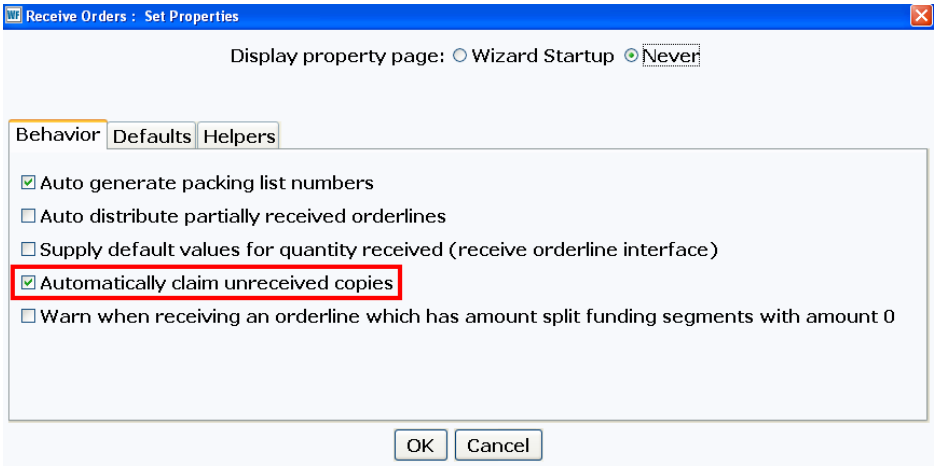
   The Response and Responded fields are not typically updated until the vendor sends a reply about your claim.

9. Click Save Your Changes.

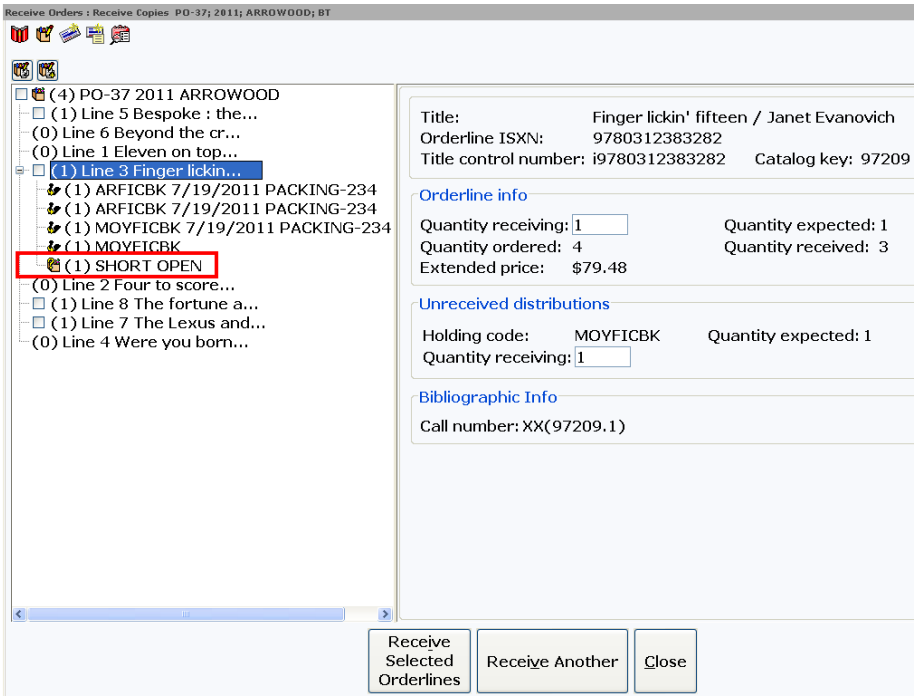
For more information about working with claim segments, refer to the WorkFlows online Help topic "FAQs: Working with Claim Segments."

Insufficient Claims

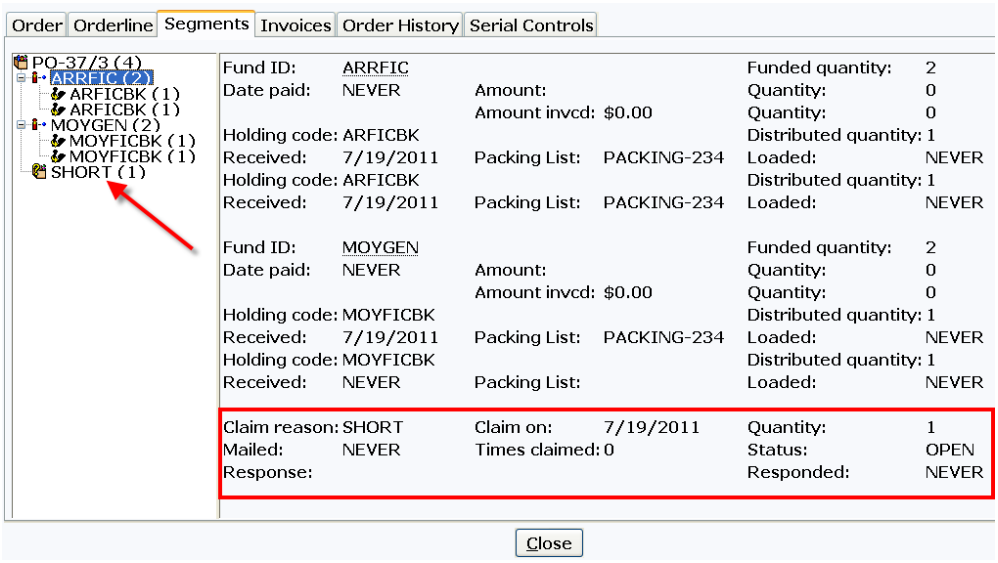
When you receive only a partial number of copies ordered, the system can automatically create a claim of SHORT. The *Receive Orders* wizard is delivered to automatically claim unreceived copies.



Below is what the *Receive Orders* wizard will show if you have received an insufficient number of copies for an order line:

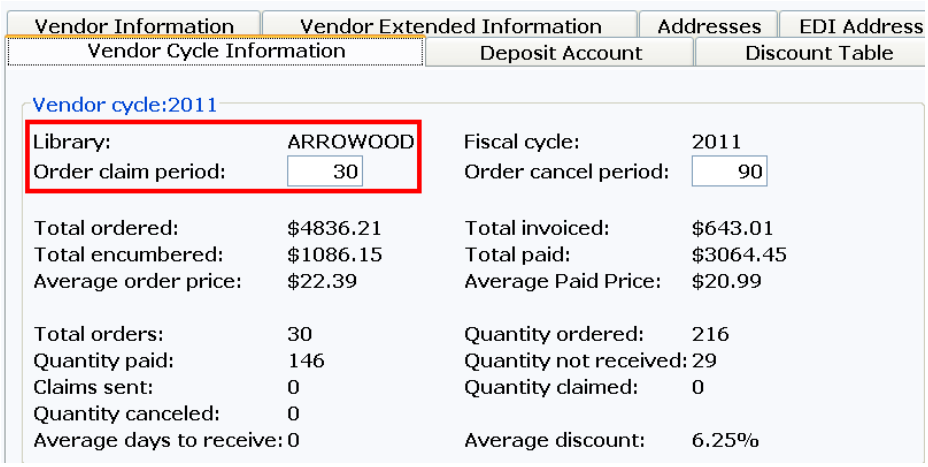


Below is what you would see if you used the *Display Order* wizard to view this order line:



Automatic Late Claims

The Create Late Order Claims report creates claim segments for order line items that have not been received by the order's Date to Claim. If a Date to Claim value is not set manually in the order, purchase order reports set the order's date to claim based on the number of days in the claim period of the vendor record added to the date the order was mailed.



When a particular order line passes the order's Date to Claim, a claim segment can be added to select outstanding order line items using this report. The Date to Claim for each claim segment created is set to the report run date. The Claim Reason for each claim created is LATE (or another claim reason with a LATE type).

For further information about this report, refer to page 212 of this training guide.

Notifying Vendors of Claims

The Vendor Acquisition Claim report generates notices for vendors regarding order claims. It finds order line items that have passed the order' date to claim and generates claim notices to vendors. Each time the Vendor Acquisition Claim Report is run with the Count as a Notice Sent value set to Yes, the selected order claim segments' Times Claimed and Date Mailed fields are updated. Before a notice can be generated, a claim segment needs to be created.

For further information about this report, refer to page 215 of this training guide.

Appendix A: Acquisition Reports

The Acquisition group of reports is used only by libraries that have the Acquisitions module. These reports can produce a great deal of information about ordering, invoicing, funds, and vendors.

In this section you will learn how to:

- Print purchase orders.
- List order and order line information.
- Create late order claims.
- Send vendors acquisition claim notices.

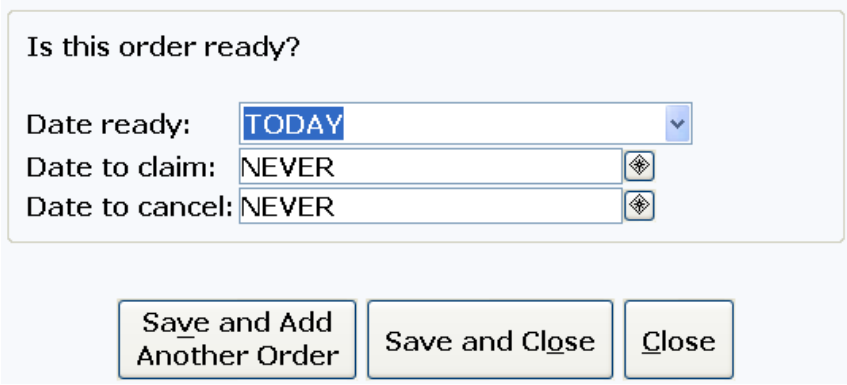
Printing Purchase Orders

When you are ready to send orders to vendors, Symphony provides three options:

- Print Ready Purchase Orders report
- Print Purchase Orders report
- Print Specific Purchase Orders report

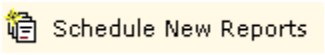
Print Ready Purchase Orders Report

The Print Ready Purchase Orders report is used most to keep up to date with periodic batch printing of purchase orders. As orders are placed, library staff can update an order as often as necessary. When the order is complete and ready to be mailed to the vendor, staff can set the Date Ready and continue placing orders with other vendors.

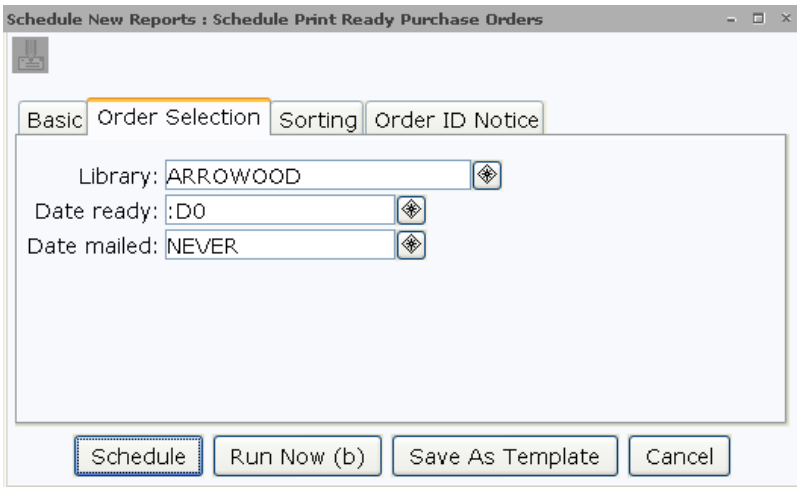


At the end of the day or week, or at the beginning of a new fiscal cycle, all the orders that were marked as ready to be placed can be printed in batch. They can also be emailed to the vendor. You can schedule this report to run regularly, so that all purchase orders marked as ready are automatically printed.

To print ready purchase orders:

1. Navigate to the Reports toolbar.
2. Click the *Schedule New Reports* wizard. 

3. Click the **Acquisition** tab.
4. Double-click the Print Ready Purchase Orders report or highlight it and click **Setup & Schedule**.
5. Click the **Order Selection** tab.



6. The default values select any ready order in your acquisitions (station) library that has never been mailed. Change any of the selections if necessary.

7. Click the **Sorting** tab and select how you want the purchase orders to sort.

8. Click the **Order ID Notice** tab and make any other necessary selections such as a different notice text and checking the box to Count as a Notice Sent.

9. Click **Run Now** to run the report now, or click **Schedule** for the report to run at a later time.

   The Date to Claim field in an order is updated if the Date to Claim field was NEVER and the Count as a Notice in this report is selected. This can later facilitate the claiming process when an order has not been received in a timely manner.

To schedule this report regularly:

1. Follow steps 1-8 from above.

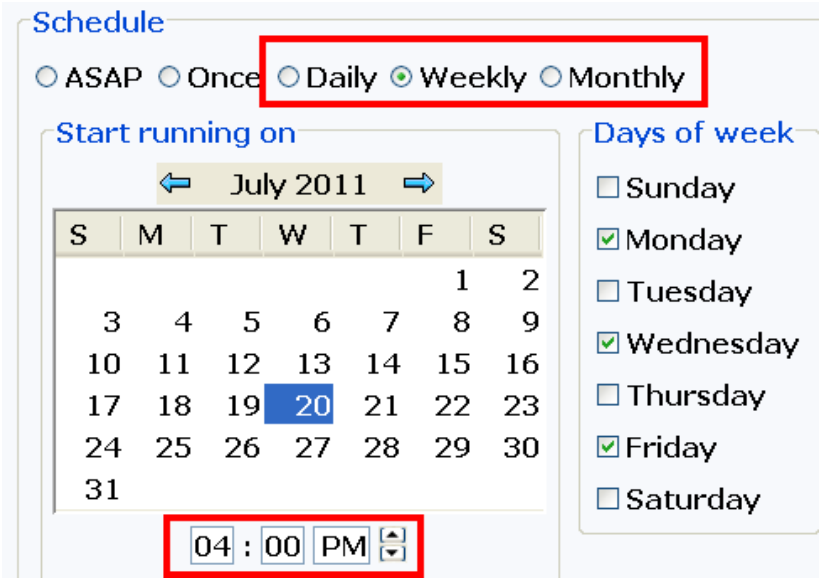
2. Click **Schedule**.

3. Under Schedule, click one of the following:

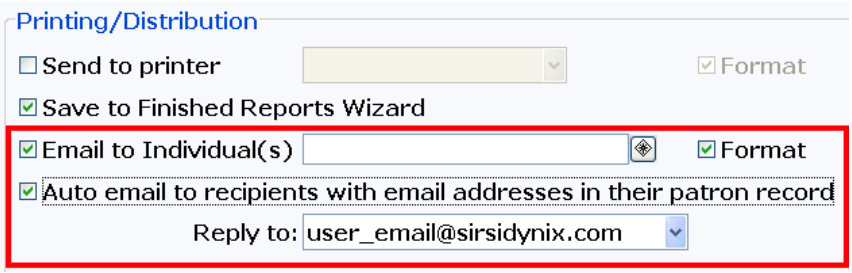
   - Daily – this schedules the report to run each day or every so many days. Under Interval Days, type how many days are to pass before the report runs again.

- Weekly – this schedules the report to run one or more selected days of the week. Under Days of the Week, the select the check box next to each day of the week on which the report is to run.
- Monthly – this schedules the report to run one or more selected days of the month. Under Days of the Month, select the check box next to each day of the month on which the report is to run.

4. Under Start Running On, use the calendar to select the starting day, and type or select the starting hour, minute, and AM or PM.



5. If you want to have the purchase orders emailed to the vendor, click the Auto Email to Recipients with Email Addresses in Their Patron Record check box.



6. Fill in the Reply To field to use as the sender's address as well as the reply address.

7. Make any other necessary selections.

8. Click **Schedule**.

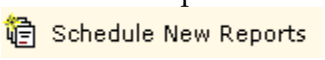
9. Click **Close**.

Print Purchase Orders Report

The Print Purchase Orders report provides the most flexible selection options of all the purchase order reports. It can be used to generate purchase orders for new line items. For example, the library keeps a single purchase order open throughout the fiscal cycle, but regularly sends just the newly entered order line item(s) to the vendor.

To print purchase orders:

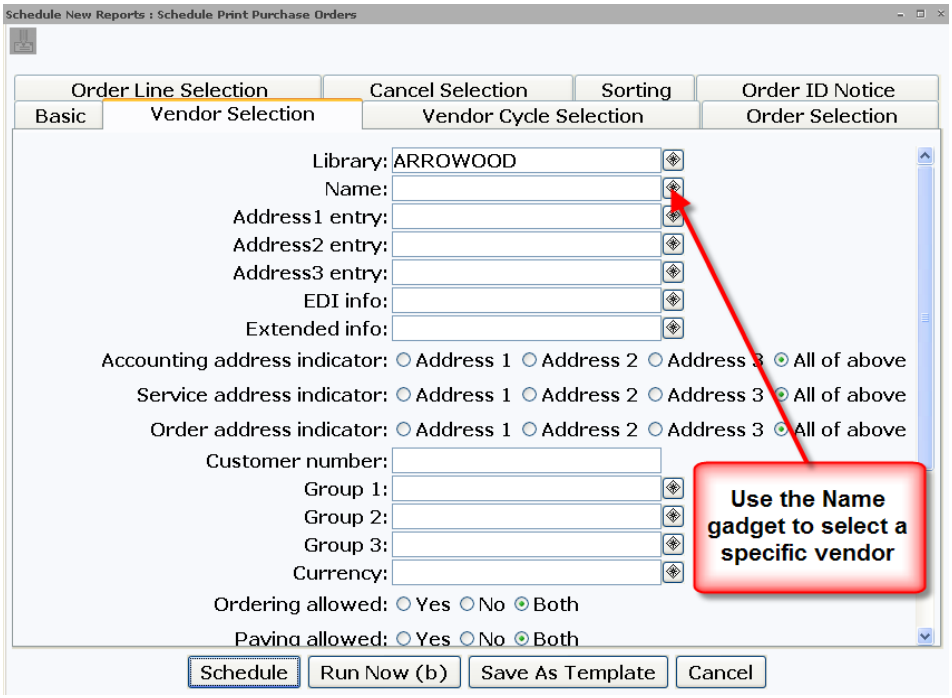
1. Within the Reports toolbar, click the *Schedule New Reports* wizard.



2. Click the **Acquisition** tab.

3. Double-click the Print Purchase Orders report or highlight it and click **Setup & Schedule**.

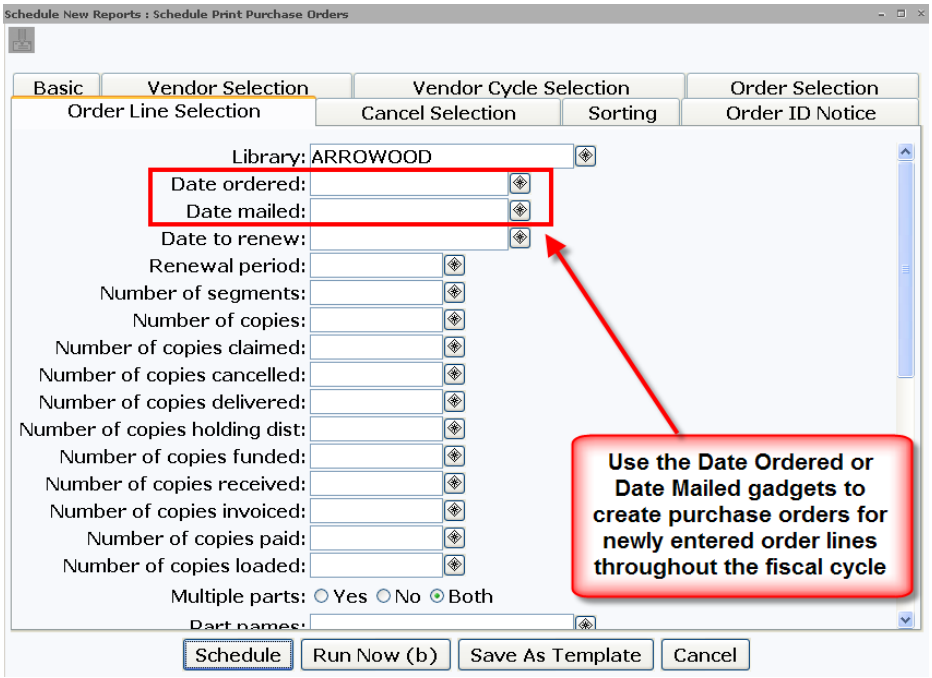
4. Click the **Vendor Selection** tab and make any necessary selections. For example, choose a particular vendor with the *Name* gadget.



5. Click the **Vendor Cycle Selection** tab and make any necessary selections. For example, choose a particular fiscal cycle with the *Fiscal Cycle* gadget

6. Click the **Order Selection** tab and make any necessary selections.

7. Click the **Order Line Selection** tab and make any necessary selections. For example, if you want the report to always send newly entered order line items, enter the appropriate dates with the *Date Ordered* and *Date Mailed* gadgets.



8. Click the **Cancel Selection** tab and make any necessary selections.

9. Click the **Sorting** tab and select how you want the purchase orders to sort.

10. Click the **Order ID Notice** tab and make any other necessary selections such as a different notice text.

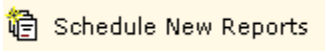
11. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

Print Specific Purchase Orders Report

The Print Specific Purchase Orders report produces specific purchase order notices individually rather than in batch. For example, you can reprint a purchase order that was lost in the mail or did not print correctly.

To print specific purchase orders:

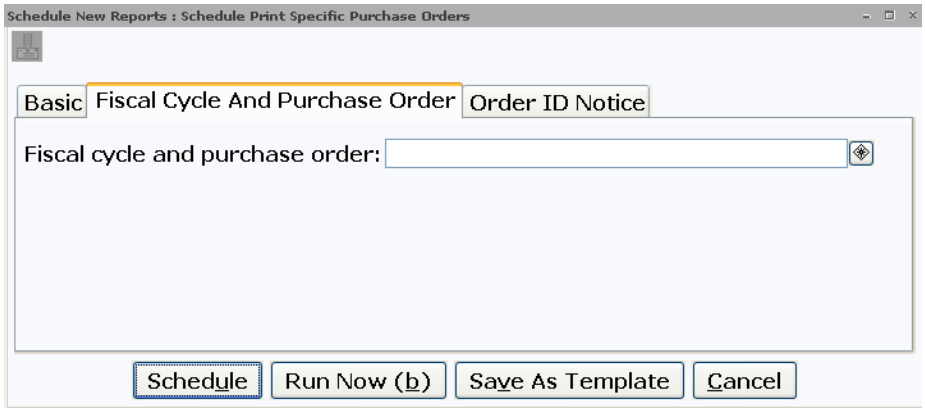
1. Within the Reports toolbar, click the *Schedule New Reports* wizard.



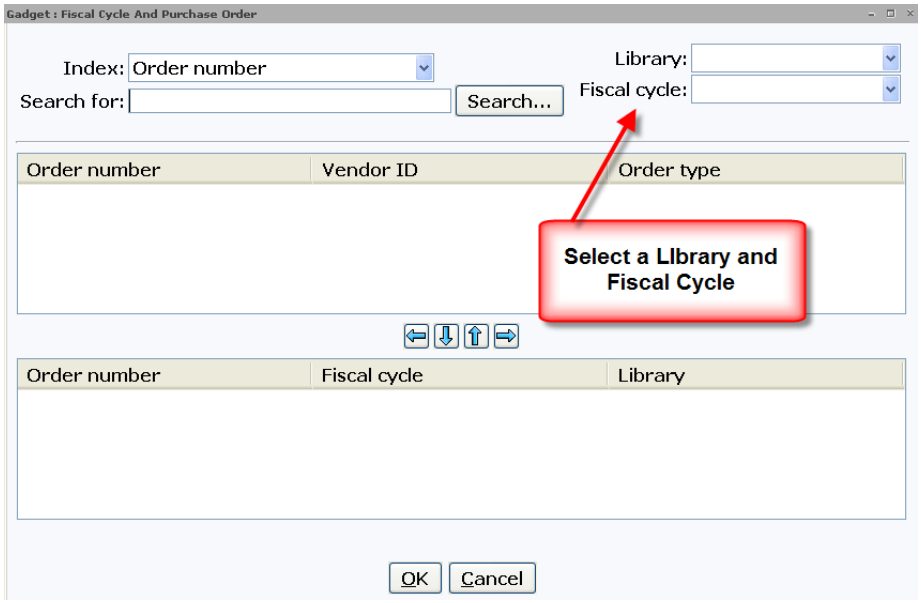
2. Click the **Acquisition** tab.

3. Double-click the Print Specific Purchase Orders report or highlight it and click **Setup & Schedule**.

4. Click the **Fiscal Cycle And Purchase Order** tab.

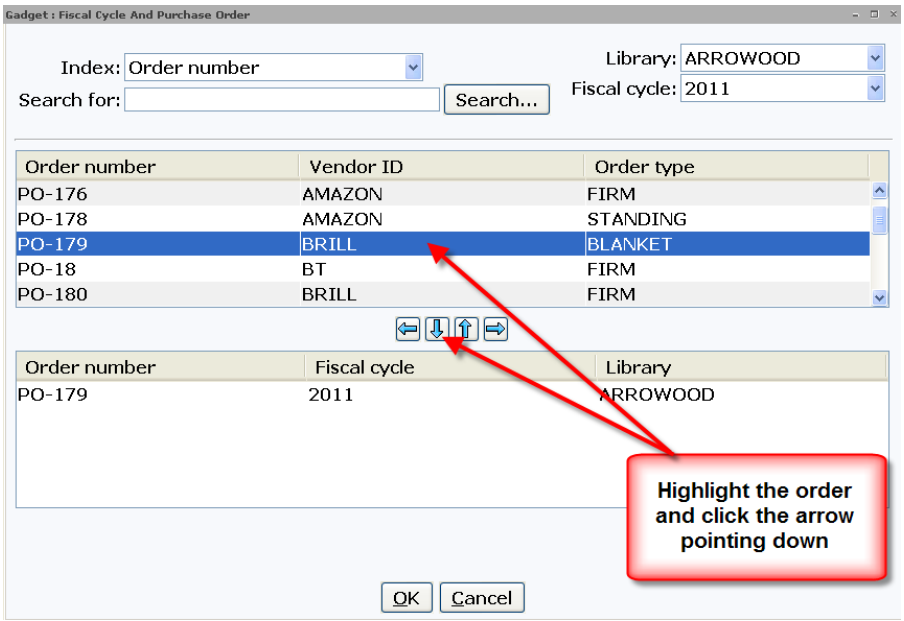


5. Click the gadget and enter the Library and Fiscal Cycle with the drop-downs. If you try to search without these drop-down boxes populated, you will receive an error message.



6. Enter a search or leave the Search For field blank and click **Search**.

7. Select the PO you want to send, click the arrow pointing down, and click **OK**.



8. Click the **Order ID Notice** tab and make any other necessary selections such as a different notice text.

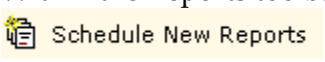
9. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

Listing Orders and Order Lines

The List Orders, Lines report can be used to obtain a variety of information about the orders and order lines within the Acquisition module. For example, you can make selections to view a list of titles ordered but not received. This report can be used to generate a list of orders to cancel if the vendor has not sent the order in a specified number of days. The List Orders, Lines report could also produce a list of titles in dated orders that need to be renewed.

To create a list of orders and order lines:

1. Within the Reports toolbar, click the *Schedule New Reports* wizard.

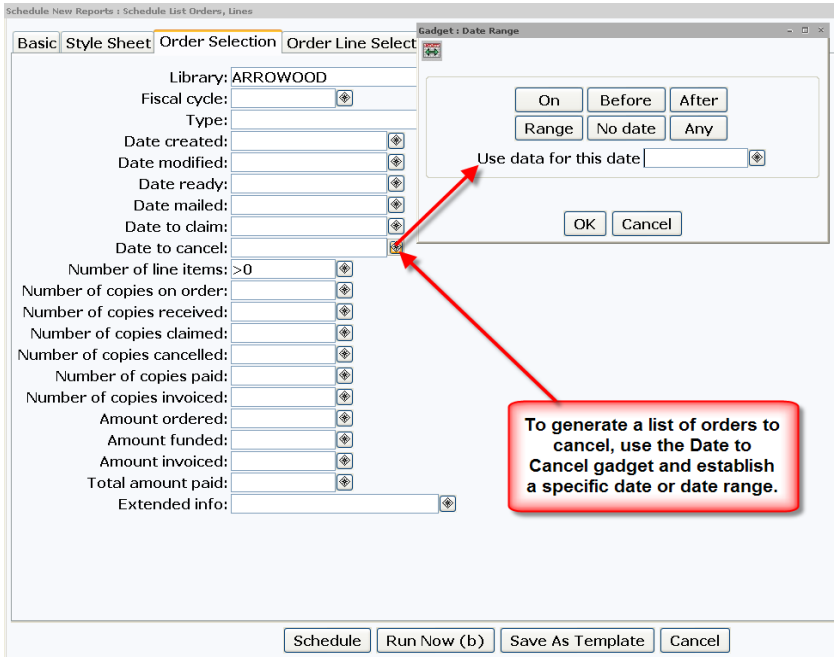


2. Click the **Acquisition** tab.

3. Double-click the List Orders, Lines report or highlight it and click **Setup & Schedule**.

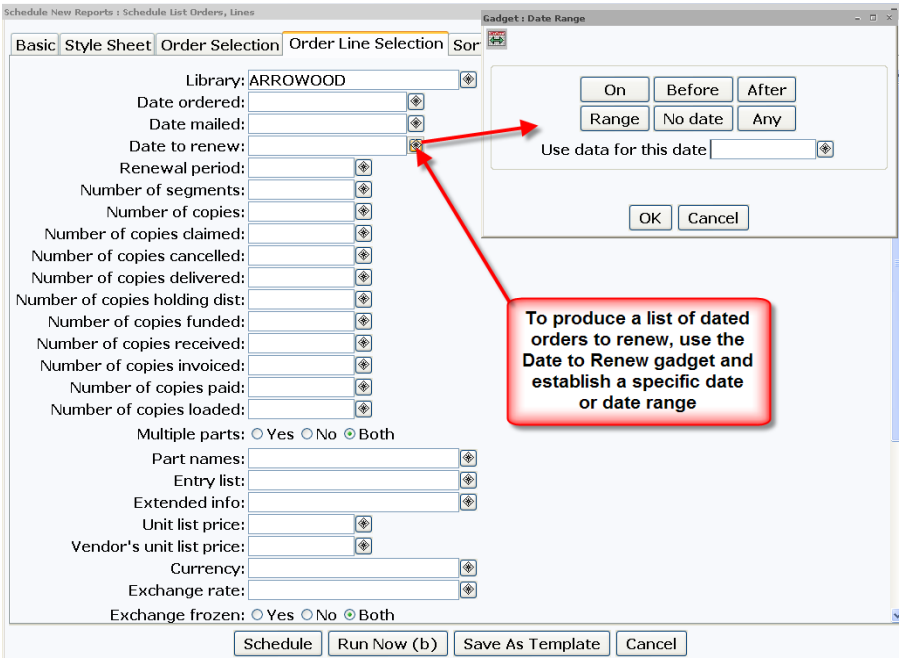
4. Click the **Order Selection** tab.

5. Make any necessary selections. For example, to generate a list of orders to cancel, click the *Date to Cancel* gadget. You can use the **On**, **Before**, **After**, or **Range** buttons to establish a specific cancellation date or range of dates and click **OK**.



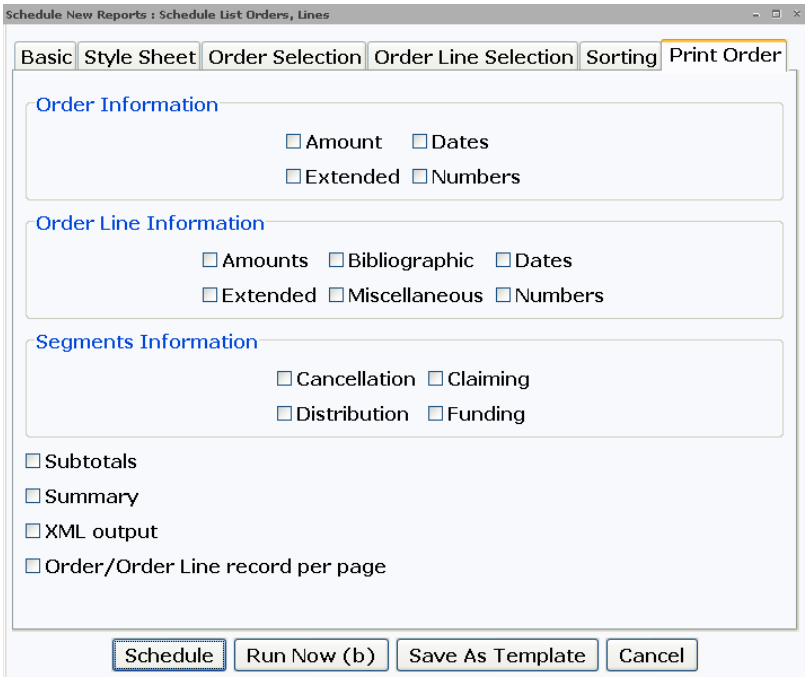
6. Click on the **Order Line Selection** tab.

7. Make any necessary selections. For example, use the *Date to Renew* gadget to produce a list of dated orders to renew. You can use the **On**, **Before**, **After**, or **Range** buttons to establish a specific cancellation date or range of dates and click **OK**.



8. Click the **Sorting** tab and select how you want the list to sort.

9. Click the **Print Order** tab and make selections to determine what order information prints in the report output. To help you determine exactly what type of information is printed for each option, refer to the WorkFlows online Help files.



10. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

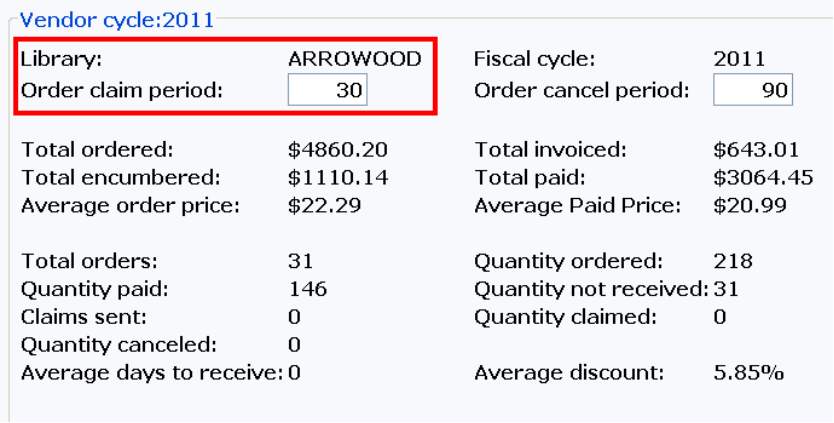
Generating Claims

Claiming in the Acquisitions module is a two-step process with a suggested first step:

- Generate a list of items to be claimed via the List Order Claims report.
- Create claim segments either manually or via the Create Late Order Claims report.
- Generate claim notices and send them to the vendor with the Vendor Acquisition Claim notice.

List Order Claims

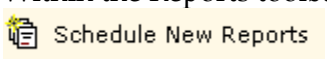
You can use the List Order Claims report as a test of your selection criteria for the Create Late Order Claims report. The first set of steps is for those who use the Claim Period within the vendor record.



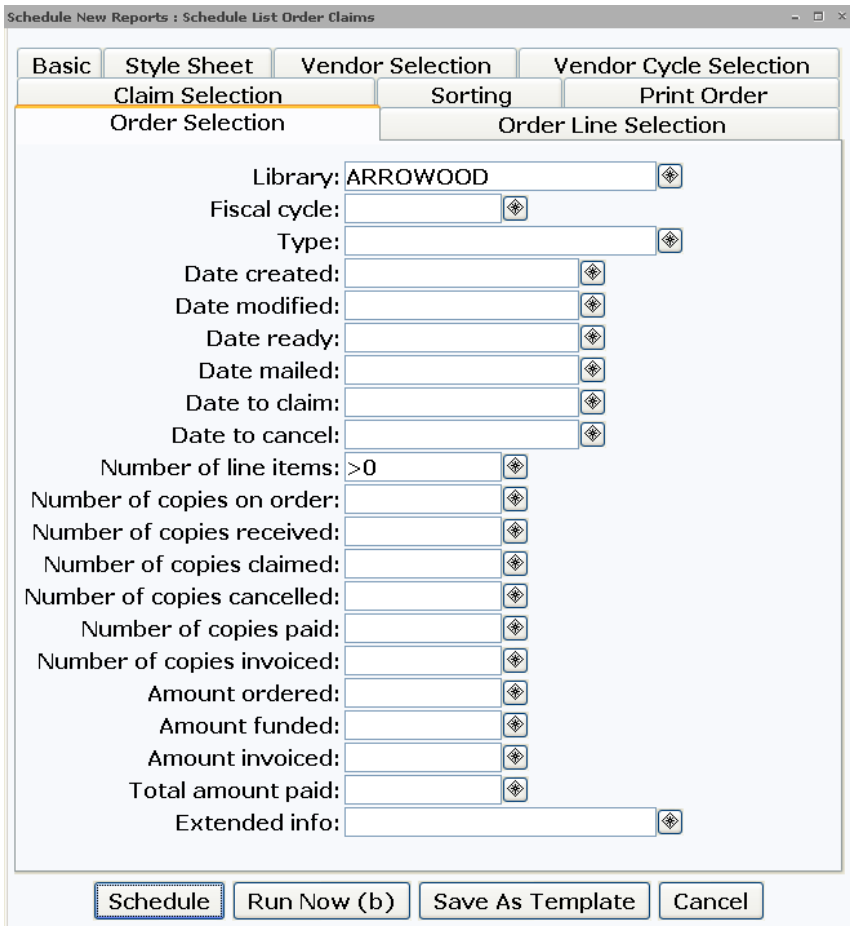
The second set of steps is how to generate a list of items to be claimed if the Claim Period in the Vendor record is not used.

To create a list of items to be claimed if you use the Claim Period in the vendor record:

1. Within the Reports toolbar, click the *Schedule New Reports* wizard.



2. Click the **Acquisition** tab.
3. Double-click the List Order Claims report or highlight it and click **Setup & Schedule**.
4. Click the **Order Selection** tab.



5. Click the *Fiscal Cycle* gadget.

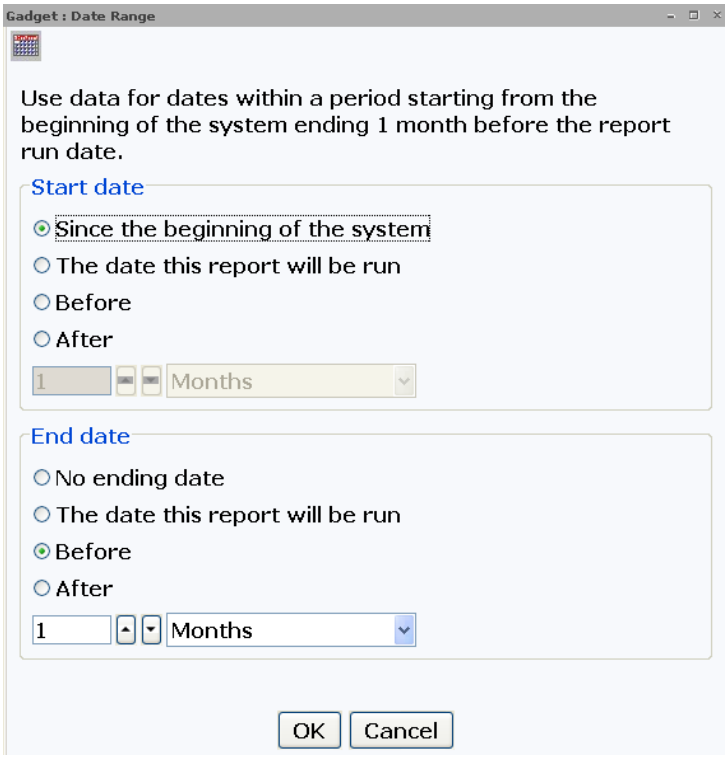
6. Enter a fiscal cycle and click **OK**.

7. Click the *Date to Claim* gadget.

8. Click the *Date Depends on the Report Run Date* helper.

9. In the Start Date area, select Since the Beginning of the System.

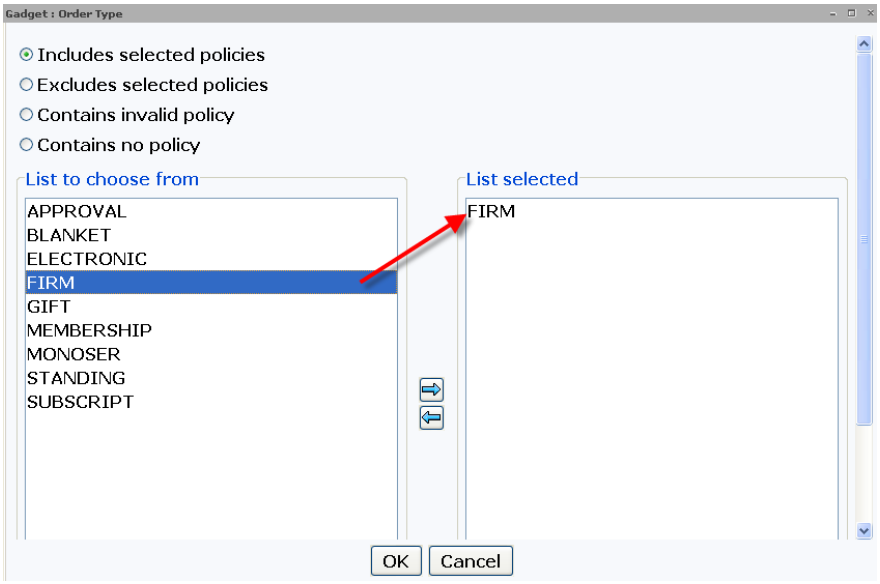
10. In the End Date area, select Before, enter 1, and select Months from the drop-down.



11. Click **OK**.

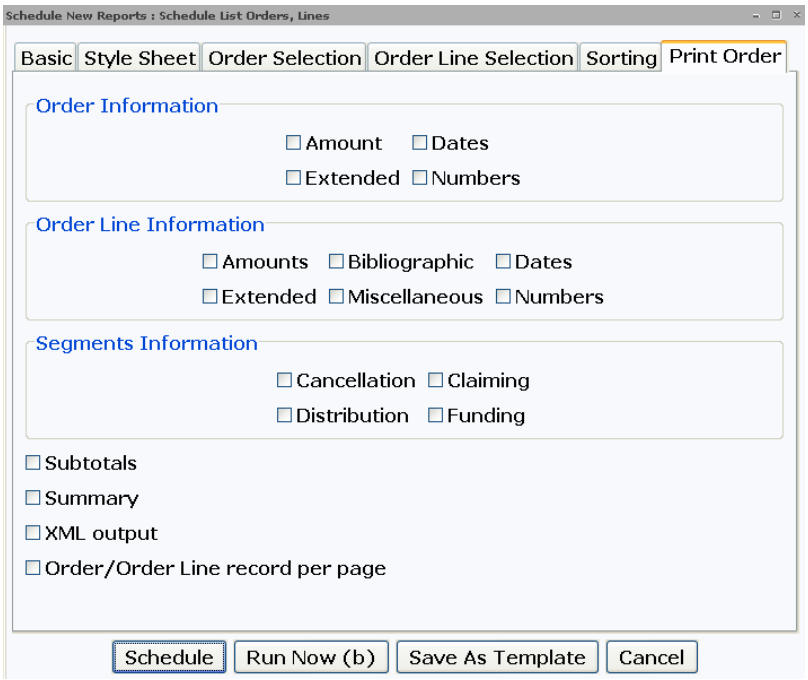
12. Click the *Type* gadget.

13. Select FIRM from the List to Choose From, place it in the List Selected and click **OK**.



14. Click the **Sorting** tab and select how you want the list to sort.

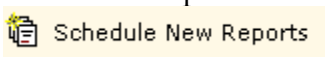
15. Click the **Print Order** tab and make selections to determine what order information prints in the report output. To help you determine exactly what type of information is printed for each option, refer to the WorkFlows online Help files.



16. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

To create a list of items to be claimed if you do not use the Claim Period in the vendor record:

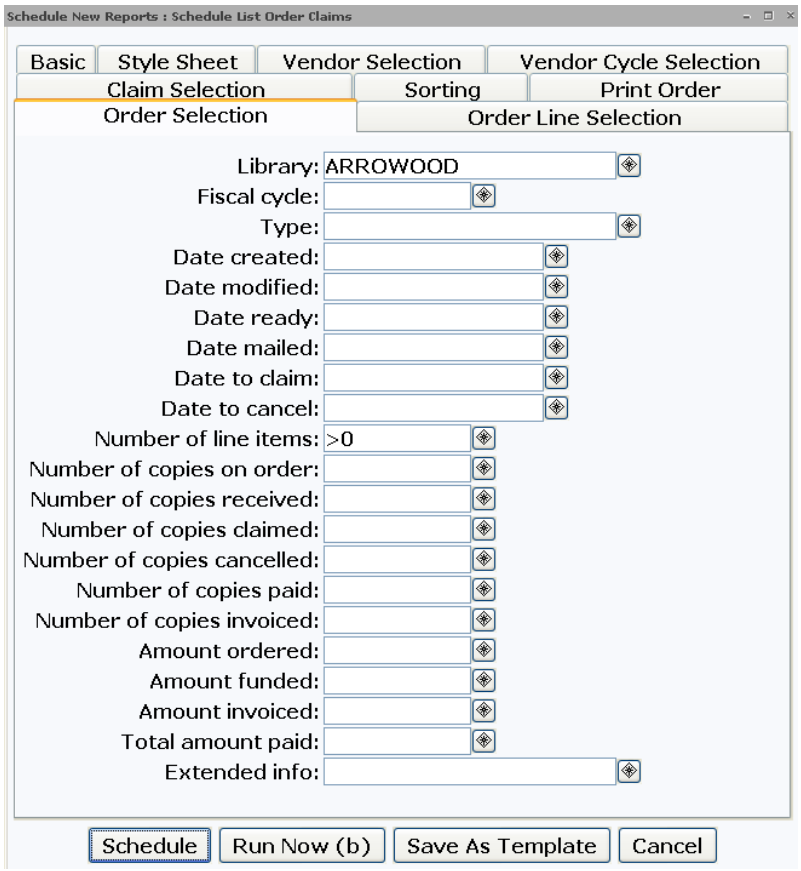
1. Within the Reports toolbar, click the *Schedule New Reports* wizard.



2. Click the **Acquisition** tab.

3. Double-click the List Order Claims report or highlight it and click **Setup & Schedule**.

4. Click the **Order Selection** tab.



5. Click the *Fiscal Cycle* gadget.

6. Enter a fiscal cycle and click **OK**.

7. Click the *Date Mailed* gadget.

8. Select the *Date Depends on the Report Run Date* helper.

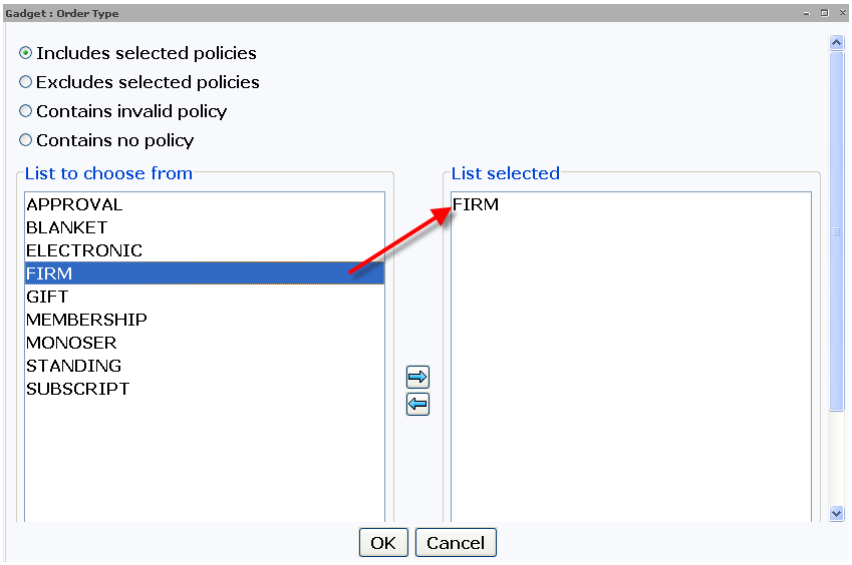
9. In the Start Date area, select Since the Beginning of the System.

10. In the End Date area, select Before and choose the number of days to wait before considering the order late. Many libraries use 90 days past the order date. Change the number in the field to 90 "days before" as the end date.

11. Click **OK**.

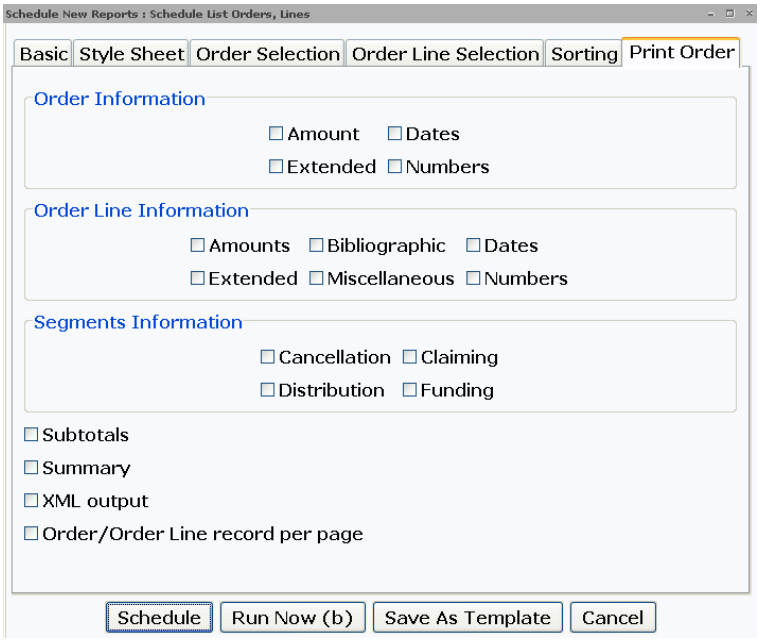
12. Click the *Type* gadget.

13. Select FIRM from the List to Choose From, place it in the List Selected and click **OK**.



14. Click the **Sorting** tab and select how you want the list to sort.

15. Click the **Print Order** tab and make selections to determine what order information prints in the report output. To help you determine exactly what type of information is printed for each option, refer to the WorkFlows online Help files.



16. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

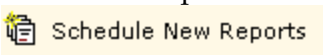
Create Late Order Claims Report

The Create Late Order Claims report creates claim segments for order lines that have not been received.

If the Date to Claim value is not set manually in the order, purchase order reports set the order's date to claim based on the number of days in the Claim Period of the vendor record added to the date the order was mailed. The Claim Reason created is LATE.

If you ran the List Order Claims report, use the same selection criteria for this report.

To create late order claim segments:

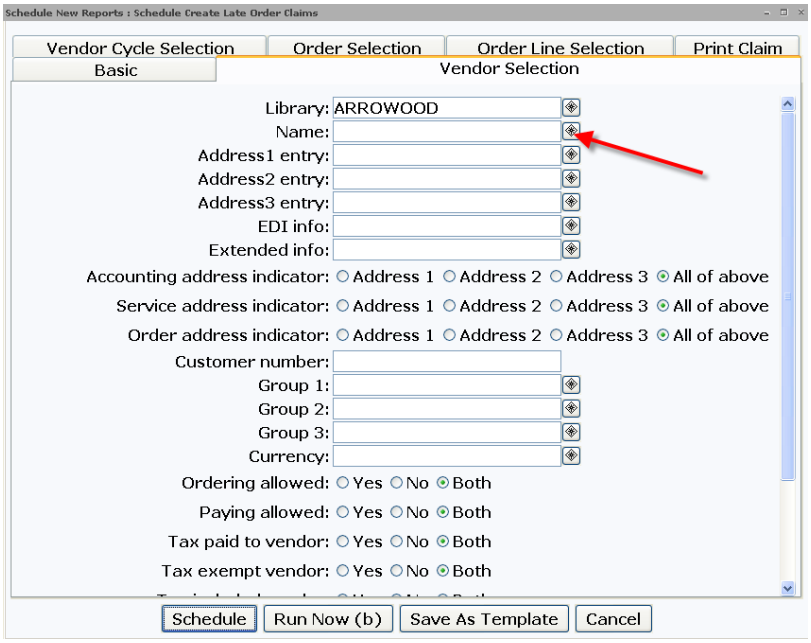
1. Within the Reports toolbar, click the *Schedule New Reports* wizard.


2. Click the **Acquisition** tab.

3. Double-click the Create Late Order Claims report or highlight it and click **Setup & Schedule**.

4. Click the **Vendor Selection** tab.

5. Make any necessary selections. For example, if you want to send claims to one particular vendor, use the *Name* gadget to select a vendor. Only one can be selected.

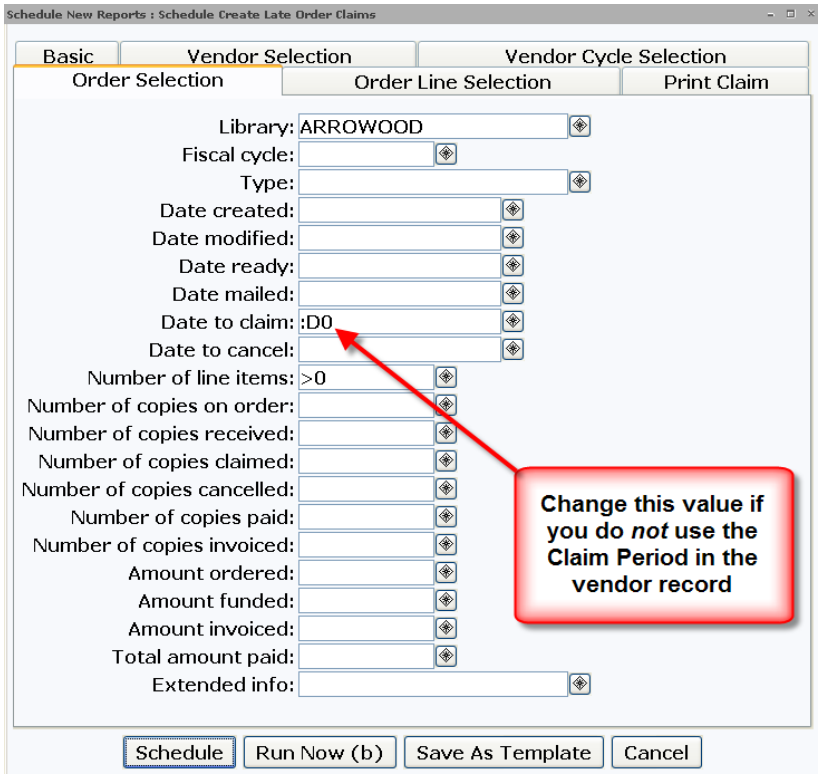


6. Click the **Vendor Cycle Selection** tab.

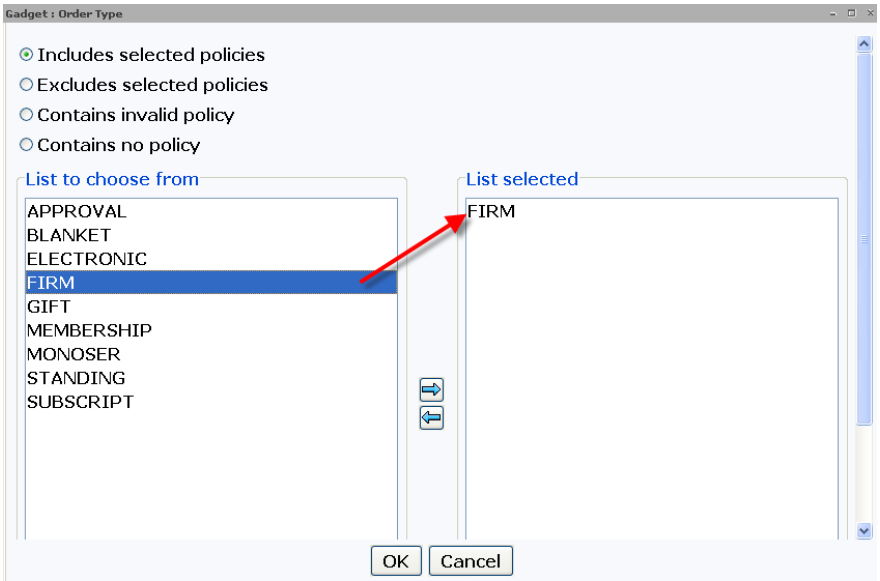
7. Make selections, if necessary.

8. Click on the **Order Selection** tab.

9. If the Date to Claim value is not set manually or by reports and you do **not** use the Claim Period in the vendor record, use the Date Mailed in considering the order late. Consider the selections mentioned earlier in this section.



10. To create claim segments for firm orders only, click the *Type* gadget, place FIRM in the List Selected and click **OK**.



11. Click the **Order Line Selection** tab and make any additional selections if necessary.

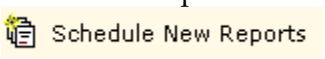
12. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

Vendor Acquisition Claim Report

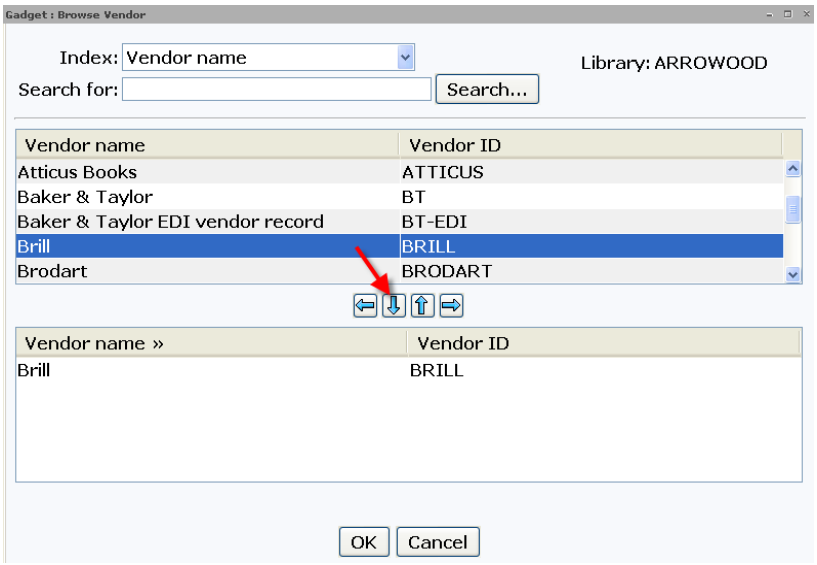
The Vendor Acquisition Claim report generates notices for vendors regarding order claims. This report will find order lines that contain claim segments for the following reasons:

- You may have received a title or volume other than the one you ordered.
- You may have received a copy that was damaged.
- You may not have received the material in the standard amount of time the vendor usually ships items.
- You may not have received all of the copies indicated in your order for a title.

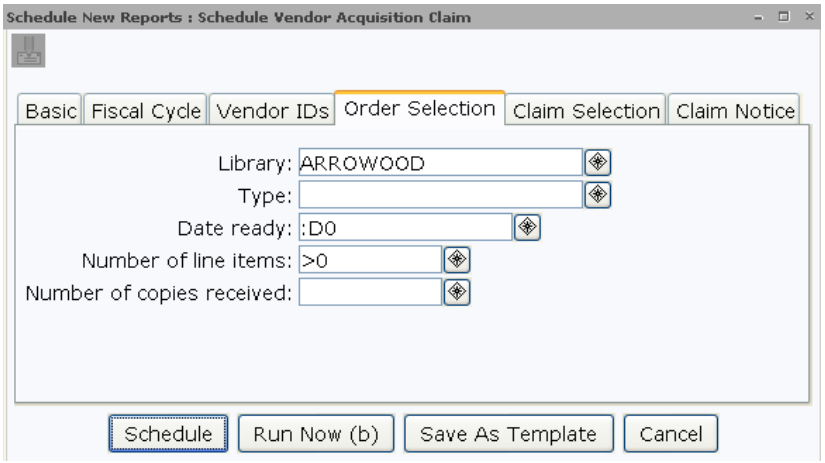
To create vendor claim notices:

1. Within the Reports toolbar, click the *Schedule New Reports* wizard.


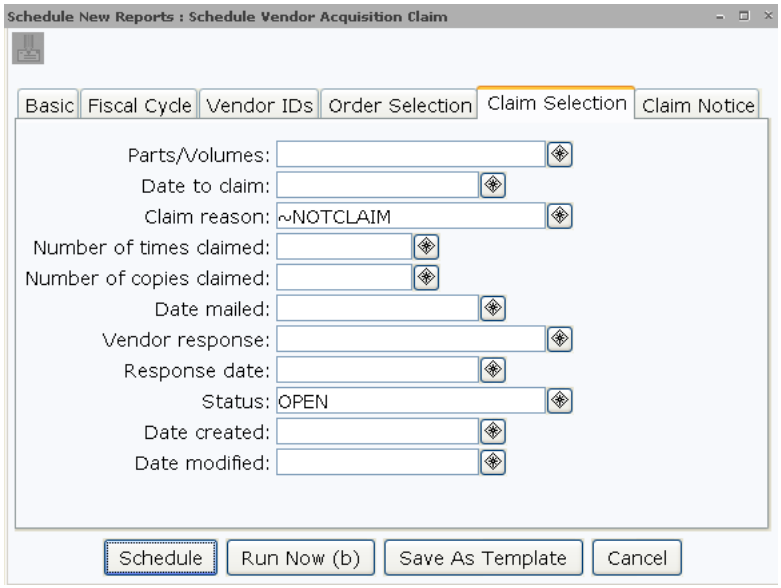
2. Click the **Acquisition** tab.
3. Double-click the Vendor Acquisition Claim report or highlight it and click **Setup & Schedule**.
4. Click the **Fiscal Cycle** tab.
5. Select the current fiscal cycle using the drop-down.
6. Click the **Vendor IDs** tab.
7. To send notices to a specific vendor, click the *Vendor IDs* gadget. Highlight the Vendor name, click the arrow pointing down, and click **OK**.



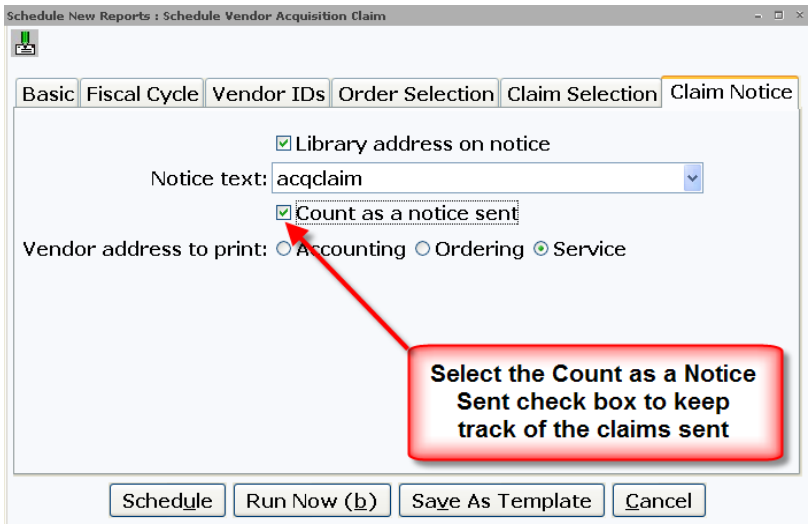
8. Click the **Order Selection** tab and make any necessary selections. For example, if you only want to send notices for firm orders, click the *Type* gadget, place FIRM in the List Selected and click **OK**.



9. Click the **Claim Selection** tab and make any additional selections if necessary. By default, the report will produce notices for all open claims except for NOTCLAIM.



10. Click the **Claim Notice** tab and make any necessary changes such as a different notice text or a different address to print. To have the system keep track of the claims sent, click the check box next to Count as a Notice.

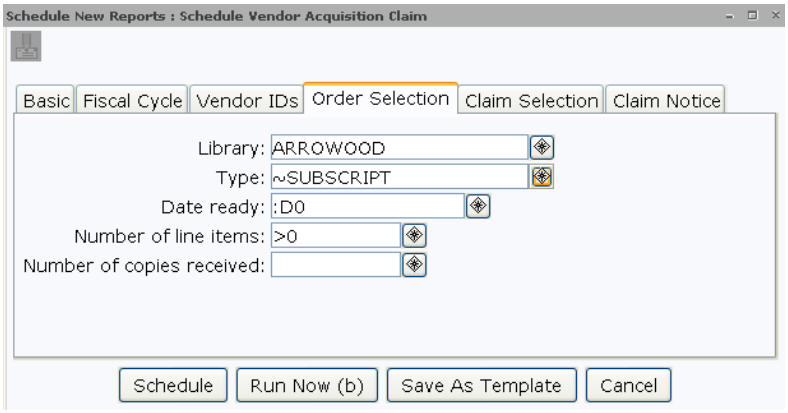


11. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

It is possible to set up different versions of the report, sending different notice texts based on the number of times claimed, which is the number of claim notices already sent.

You may also consider setting up a Vendor Acquisition Notice for subscriptions. It may run more frequently and contain special notice

text prompting the vendor to reply with the expected delivery date of the first issue of a new subscription. If a special subscription order claim is used, the standard Vendor Acquisition Claim report that is run for monographic firm orders should be set to exclude subscription order types.



Generating Cancellations

A cancellation is typically created when ordered materials are not available through a vendor or the library has decided it no longer wants the materials ordered. Orders can also be cancelled if they have been at a "late claim" status for so long that you no longer expect to receive the material from the vendor.

Creating a cancellation segment will cancel the order in the WorkFlows database. You can choose to send a cancellation notice to the vendor or not. Typically, a cancellation notice is sent to the vendor only when the library has initiated the cancellation. If the vendor initiates the cancellation, a cancellation notice is usually not necessary.

Cancelling on order line in Acquisitions is a three step process:

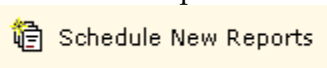
- Generate a list of orders to be cancelled with the List Order, Lines report using the Date to Cancel field. This step is optional.
- Create cancellation segments manually for each order line you want to cancel. There is no report to create these cancellation segments in batch.
- Generate cancellation notices with the Print Cancellation Notices report and send them to the vendor.

If the library allows users to place holds on "on-order" titles, you may consider generating cancelled hold notices with the Notice for Cancelled Holds report to notify users who have placed holds against "on-order" titles that have been cancelled.

List Order, Lines Report

To create a list of orders to cancel:

1. Within the Reports toolbar, click the *Schedule New Reports* wizard.



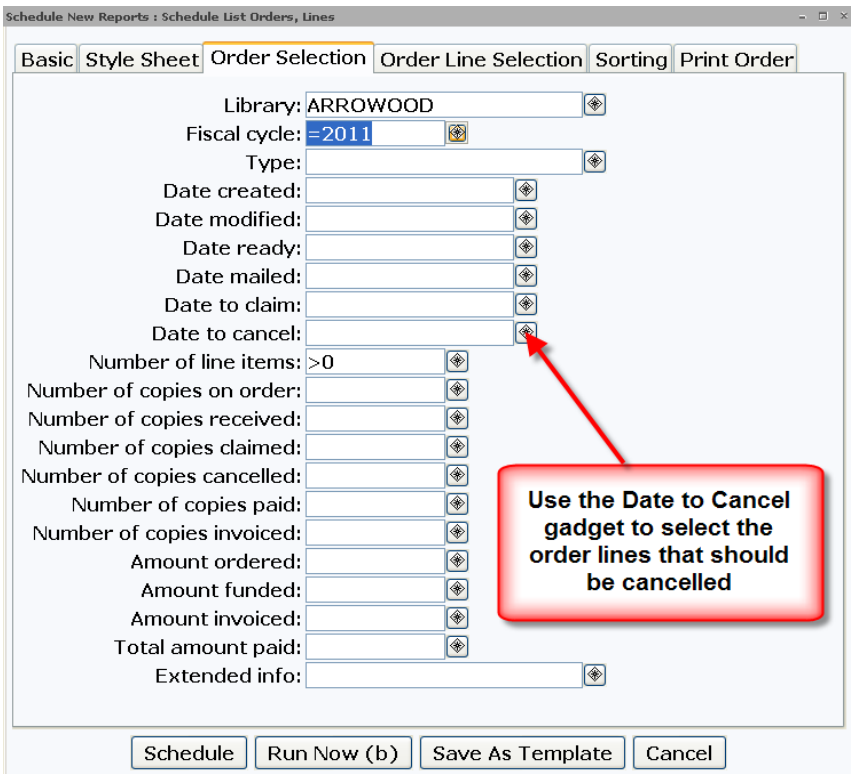
2. Click the **Acquisition** tab.

3. Double-click the List Orders, Lines report or highlight it and click **Setup & Schedule**.

4. Click the **Order Selection** tab.

5. Click the *Fiscal Cycle* gadget, enter the fiscal cycle, and click **OK**.

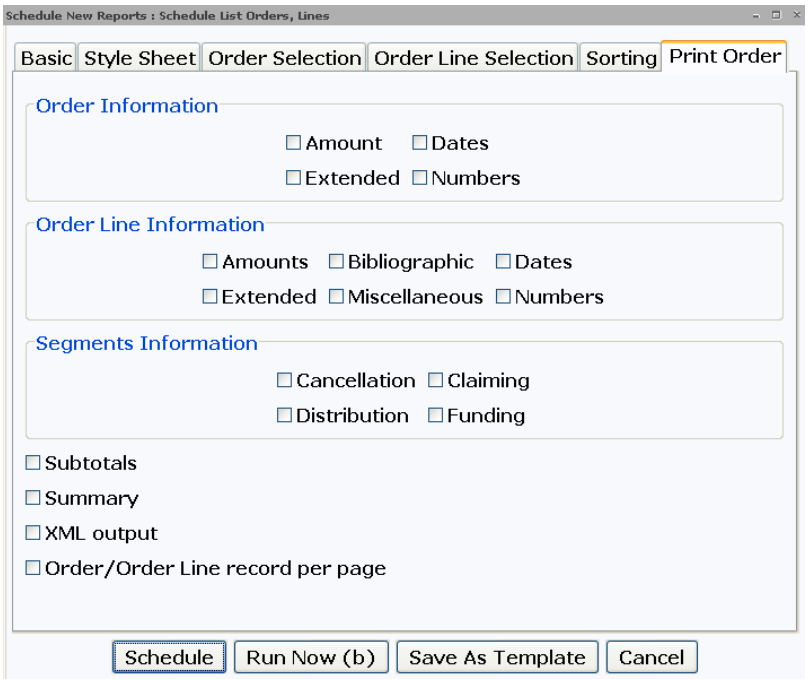
6. Click the *Date to Cancel* gadget. You can use the **On**, **Before**, **After**, or **Range** buttons to establish a specific cancellation date or range of dates and click **OK**.



7. Click on the **Order Line Selection** tab and make any other necessary selections.

8. Click the **Sorting** tab and select how you want the list to sort.

9. Click the **Print Order** tab and make selections to determine what order information prints in the report output. To help you determine exactly what type of information is printed for each option, refer to the WorkFlows online Help files.



10. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

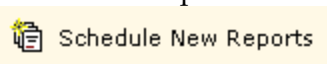
Print Cancellation Notices Report

Once you have generated a list of orders to cancel and have manually created cancellation segments, the Print Cancellation Notices report will generate notices and send them to the vendor.

Refer to page 116 of this training guide for instructions on how to manually create cancellation segments within an order line.

To generate cancellation notices:

1. Within the Reports toolbar, click the *Schedule New Reports* wizard.



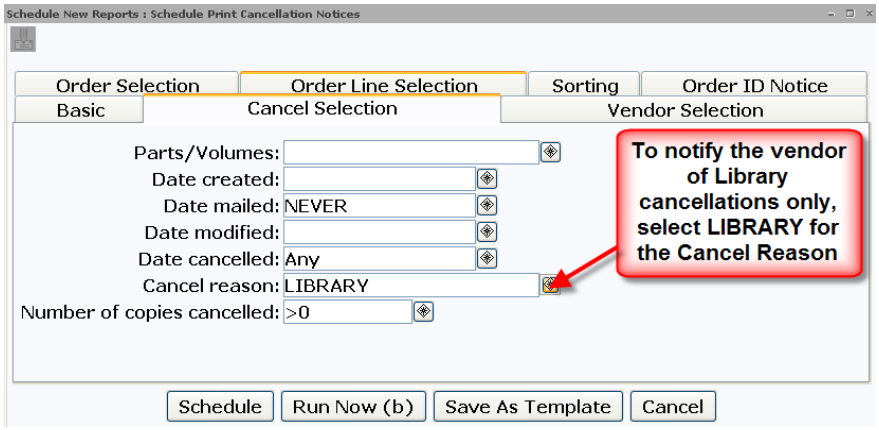
2. Click the **Acquisition** tab.

3. Double-click the Print Cancellation Notices report or highlight it and click **Setup & Schedule**.

4. Click the **Cancel Selection** tab.

5. Click the *Cancel Reason* gadget.

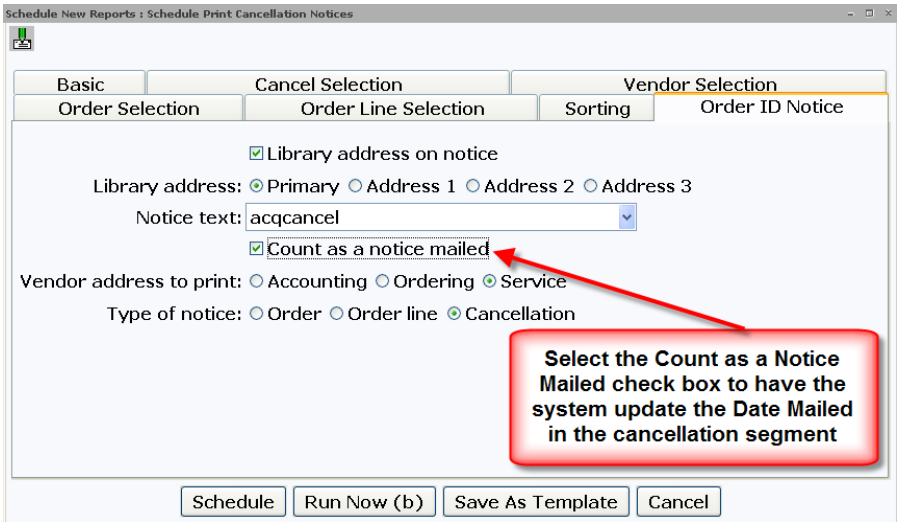
6. Highlight Library in the List to Choose From, click the right arrow to move it over to the List Selected, and click **OK**.



7. Use the **Vendor, Order,** and **Order Line Selection** tabs to make any additional selections.

8. Click the **Sorting** tab and select how you want the notices to sort.

9. Click the **Order ID Notice** tab and make any other necessary selections such as a different notice text and checking the box to Count as a Notice Mailed.



10. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

Additional Acquisition Reports

The Acquisition group of reports contains the full complement of list and count reports for every acquisitions record. These different types of information can be listed and counted:

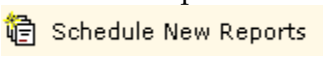
- Any vendor and vendor cycle
- Any fund and fund cycle
- Any order and order line
- Any distribution, funding, claim, or cancel order line segment
- Any invoice and invoice line

Many list reports contain output option tabs that allow you to control the printed information.

List Funded Order Lines Report

The List Funded Order Lines report produces a list of funded order and title information by account number or fund element (Fund levels).

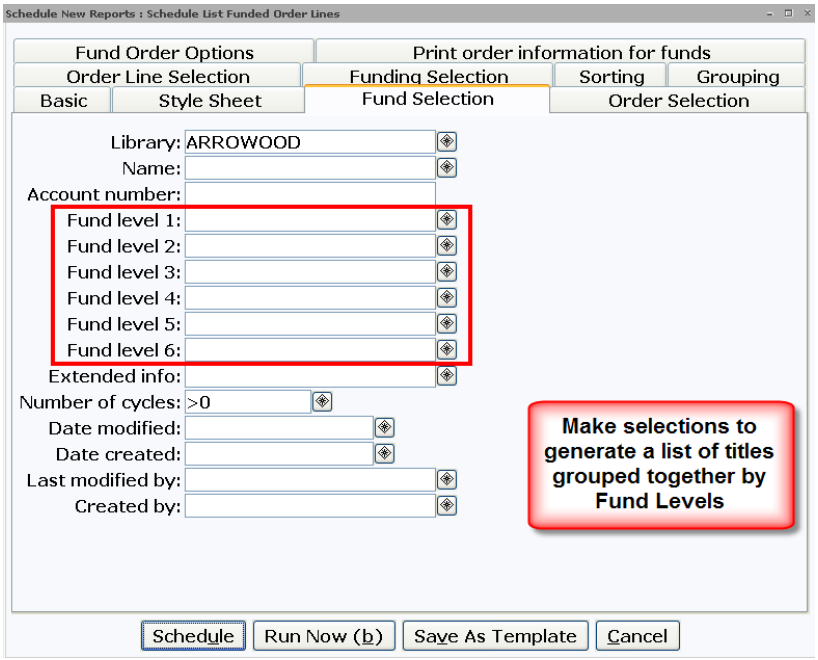
To create a list of funded order lines:

1. Within the Reports toolbar, click the *Schedule New Reports* wizard.


2. Click the **Acquisition** tab.

3. Double-click the List Funded Order Lines report or highlight it and click **Setup & Schedule**.

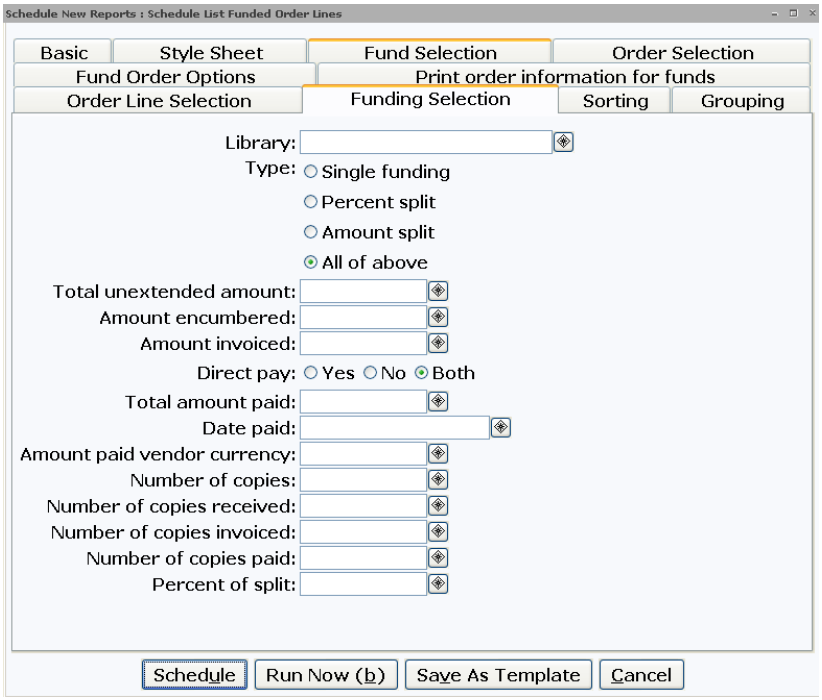
4. Click the **Fund Selection** tab and make any necessary selections. For example, to generate a list of titles purchased by a particular account number, enter that number into the appropriate field. It must be entered exactly as it is in the fund record.



5. Click the **Order Selection** tab and make any necessary selections. For example, use fields found in this tab to create a list of funded titles within a particular fiscal cycle for a certain order type, like FIRM or STANDING.

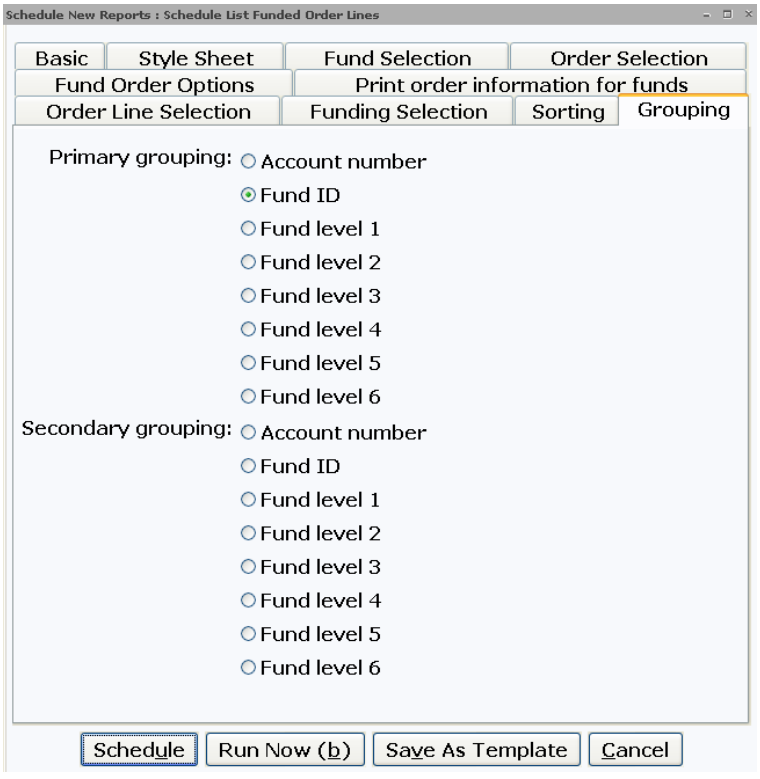
6. Click the **Order Line Selection** tab and make any necessary selections. For example, use the fields available in this tab to narrow down order lines ordered, mailed, or renewed within a certain time frame.

7. Click the **Funding Selection** tab and make any necessary selections. For example, use the fields available in this tab to generate a list of orders with multiple funding or split funding.

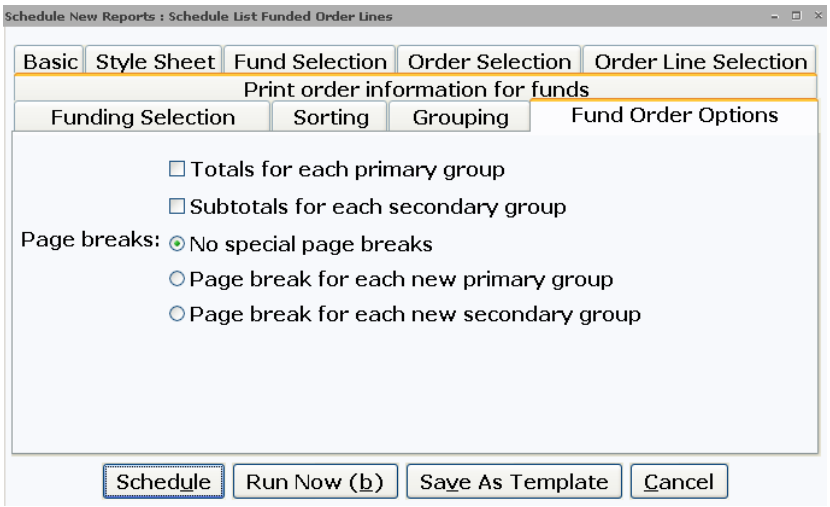


8. Click the **Sorting** tab and select how you want the titles to sort.

9. Click the **Grouping** tab and make any necessary selections. The Primary Grouping determines the reports primary arrangement. The Secondary Grouping determines the secondary arrangement.



10. Click the **Fund Order Options** tab and make any necessary selections. This options available in this tab will print totals and subtotals and insert page breaks where indicated.



11. Click the **Print Order Information for Funds** tab. To create a pipe-delimited file, select the Generate Pipe Delimited Output check box.

12. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

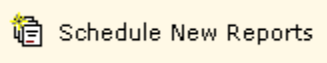
```
Level1 policy:LOCAL    Level3 policy: ADULT
-------------------------------------------------------------------------------
  ORDER ID             LINE # ITEM DESCRIPTION   AMT PAID              FUND ID
  ==================== ====== ================ ========== ====================
  PO-101                 2    America by heart     $63.50               CAFNF
  PO-195                 5    Townie : a memoi      $0.00               CAFNF
  PO-195                 6    A simple governm      $0.00               CAFNF
  PO-195                 7    Every you, every      $0.00               CAFNF
  PO-98                  4    Book of home rem     $51.90               CAFNF
  PO-98                  5    Let's bring back     $19.95               CAFNF

Level1 policy:LOCAL    Level3 policy: LARGEPRINT
-------------------------------------------------------------------------------
  ORDER ID             LINE # ITEM DESCRIPTION   AMT PAID              FUND ID
  ==================== ====== ================ ========== ====================
  PO-151                 1    To hope / by Car      $0.00          LARGEPRINT
  PO-151                 2    With fire & swor      $0.00          LARGEPRINT
  PO-151                 3    Mr. Monk in trou      $0.00          LARGEPRINT
```

List Titles for Order Lines Report

The List Titles for Order Lines report produces a list of processed items. The list of item records is linked to order lines. Because the orders are associated with items, the orders typically have been received and loaded into the catalog.

To create a list of processed items:

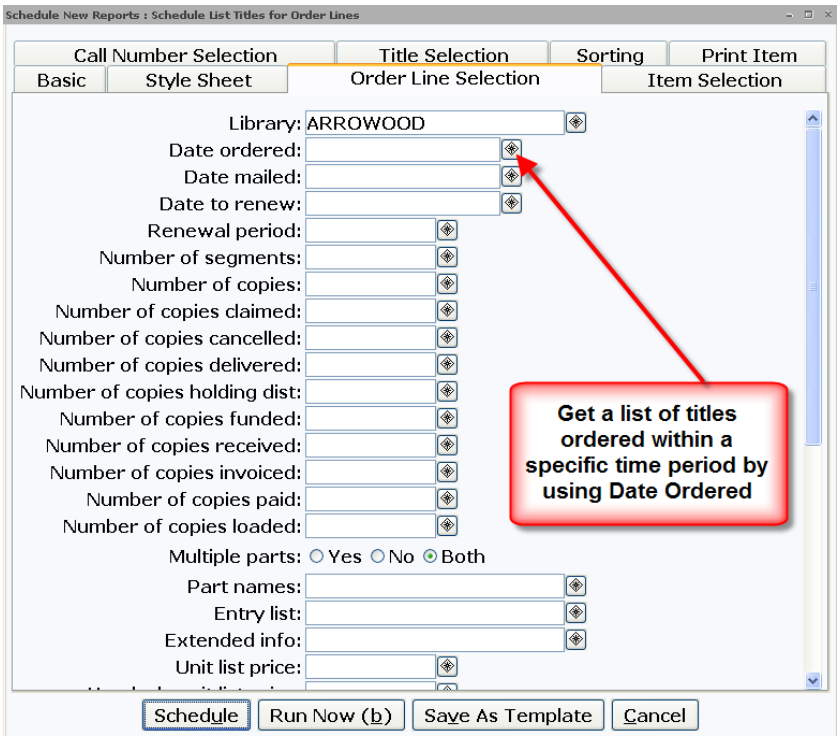
1. Within the Reports toolbar, click the *Schedule New Reports* wizard.



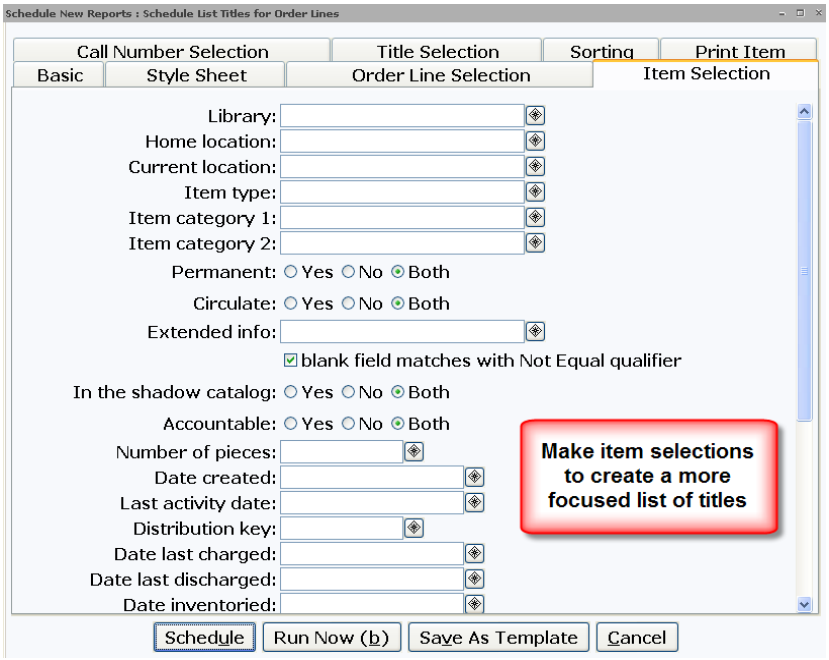
2. Click the **Acquisition** tab.

3. Double-click the List Titles for Order Lines report, or highlight it and click **Setup & Schedule**.

4. Click the **Order Line Selection** tab and make any necessary selections. For example, to narrow down processed orders to a particular time period use the Date Ordered.



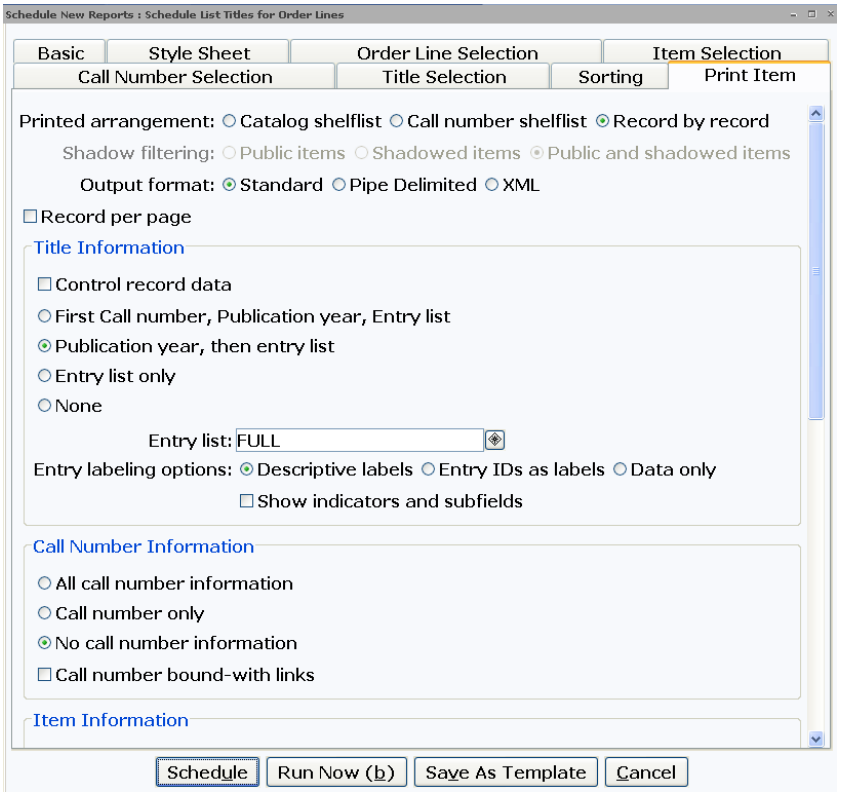
5. Click the **Item Selection** tab and make any necessary selections. For example, to focus the list on process items of a certain Item Type or Home Location, use those respective fields within the tab.



6. Use the **Call Number Selection** and **Title Selection** tabs to make any additional selections.

7. Click the **Sorting** tab and select how you want the list to sort.

8. Click the **Print Item** tab and make selections to determine what bibliographic information prints in the report output. To help you determine exactly what type of information is printed for each option, refer to the WorkFlows online Help files.



9. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

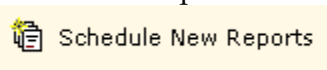
To print ordered titles that have not yet been received, use the List Titles on Order report.

List Order Distributions Report

The List Order Distributions report produces a list of order distribution segments. The distribution segment defines the eventual destination of funded copies. Ordered material may be assigned a library holding code or may be routed to an external agency or user.

To create a distributions list

1. Within the Reports toolbar, click the *Schedule New Reports* wizard.

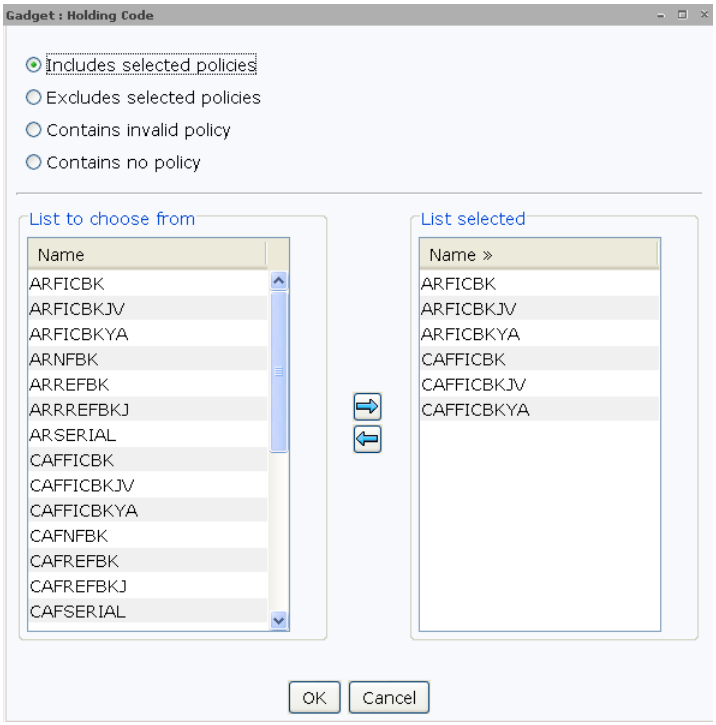


2. Click the **Acquisition** tab.

3. Double-click the List Order Distributions report or highlight it and click **Setup & Schedule**.

4. Click the **Distribution Selection** tab and make any necessary selections. For example, if you want to print a list for a particular distribution, click the *Distribution* gadget.

5. Highlight a distribution or a group of distributions, and then click the right arrow to move it over to the list selected.



6. Click **OK**.

7. Make any other necessary selections in the other tabs of the report.

8. Click the **Sorting** tab and select how you want the list to sort.

9. Click the **Print Order** tab and make selections to determine what order information prints in the report output. To help you determine exactly what type of information is printed for each option, refer to the WorkFlows online Help files.

10. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

Appendix B: Acquisition Configuration

The Acquisitions module is used to:

- Set up and maintain fund records.
- Create, maintain, and receive orders.
- Process claims for missing or damaged materials.
- Process invoices.
- Create selection lists for acquiring new materials.
- Specify the taxes, tax rates, and tax handling for materials and invoice lines, if applicable.
- Define policies to make a Vendor Information Port (VIP) connection to a book vendor, if applicable.

Policies in the Acquisition policy group are used in fund, vendor, order line, invoice, and selection list records.

In this section you will learn to:

- Understand Display and Maintenance Libraries.
- Understand the Acquisitions session settings.
- Understand and make changes to the *Add Basic Order* wizard properties.
- Understand and make changes to the *Receive Orders* wizard properties.
- Understand and make changes to the *Add Ordered Items to Catalog* wizard properties.
- Understand and make changes to the *Add Invoice* wizard properties.
- Set up fund levels.
- Set up fund authorizations.
- Understand the different order types.
- Work with currencies.

- Create name labels.
- Understand and create holding codes.
- Create order maps.
- Create shipping instructions.
- Understand claim reasons.
- Create material types.
- Automatically have on-order holds cancelled.
- Create vendor groups.
- Establish vendor address formats.

Acquisitions Maintenance and Display Libraries

Acquisitions for multiple libraries sharing the same SirsiDynix Symphony system can be as open or as restrictive in terms of access and control of acquisitions information as you want it to be. SirsiDynix uses the acquisitions display and maintenance definitions in the Library policy to determine which libraries' users may look at or modify the library's acquisitions information.

Based on the Library policy, library staff in a central library can order, receive, and pay for all of the materials, or each individual library's staff can be in charge of its own acquisitions.

In shared acquisitions, each library may share access to maintain information with some neighboring libraries, but not necessarily all libraries. You may allow some libraries to display acquisition information without maintaining it. Display and Maintenance libraries are used to manage these permissions. These are found within the *Session Settings* wizard located in the Acquisitions toolbar. This wizard is also found in the Selection toolbar.

Library Policy

System administrators will determine how the maintenance and display libraries are set up for each library in the Library policy. This should be set up prior to acquisitions work in SirsiDynix Symphony.

The Acquisitions Library lists are the first level of security. For added measure, the server checks Display and Maintenance Libraries settings before saving modifications to acquisitions records, and before a single record display of an acquisition record.

Below are few examples of how acquisitions library control can be set up.

A central acquisition system where the main library orders all materials for all libraries might be configured accordingly:

Library Policy	Maintenance Libraries	Display Libraries
MAIN	MAIN	MAIN
Branch1	No access	No access
Branch2	No access	No access

In a library system that allows for each library to order its own materials, view other libraries acquisitions, and allow the central library to monitor all libraries' acquisitions, the policies would be configured accordingly:

Library Policy	Maintenance Libraries	Display Libraries
MAIN	MAIN	MAIN, Branch1, Branch2
Branch1	MAIN, Branch 1	MAIN, Branch1, Branch2
Branch2	MAIN, Branch2	MAIN, Branch2

In a library system that allows for each library to order its own materials and not view other libraries acquisitions, the policies would be configured accordingly:

Library Policy	Maintenance Libraries	Display Libraries
MAIN	MAIN	MAIN
Branch1	Branch 1	Branch1

Branch2	Branch2	Branch2

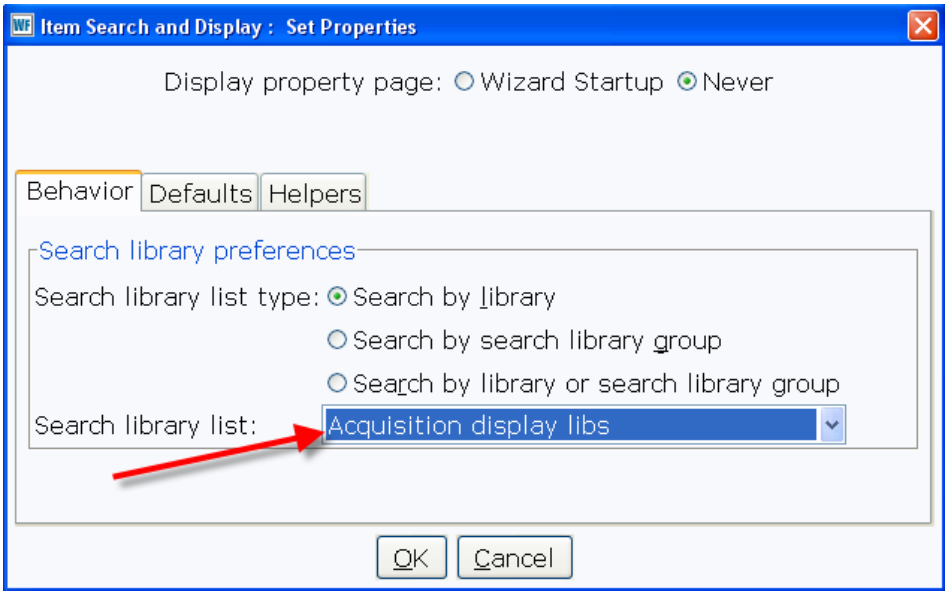
Below is an example of a message a library staff member will receive if they attempt to add a fund record which is not allowed by the Acquisition Display or Maintenance Library lists:

You would select default maintenance and display library other than your own if you are explicitly maintaining or displaying another library's acquisitions. When you set your maintenance and display libraries to a value other than your own, your workstation provides defaults and filters requests as if you were a user in the library you selected.

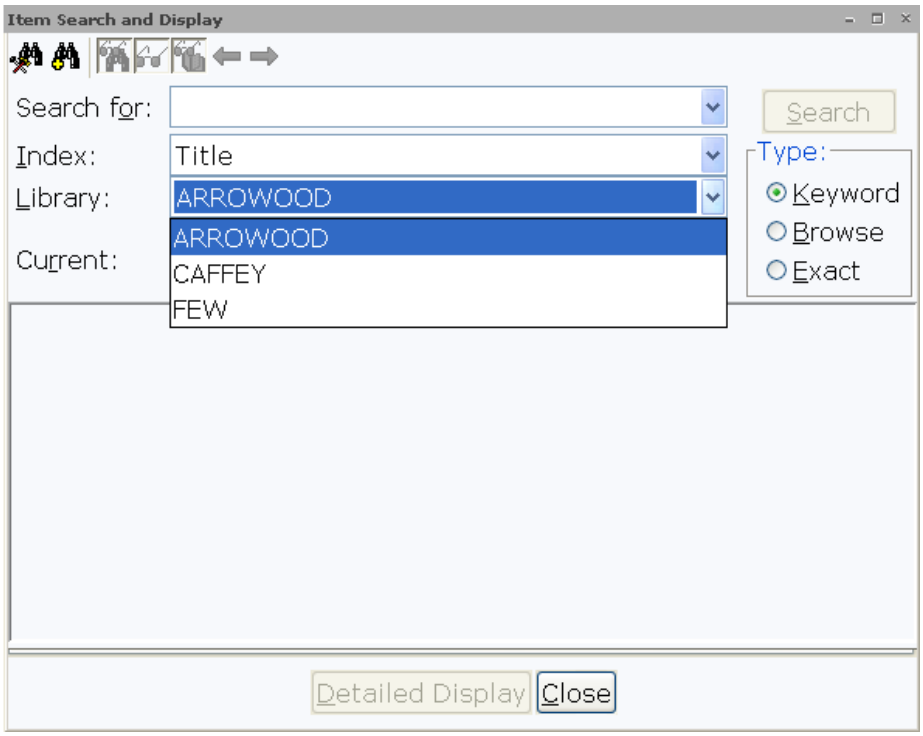
Display and Maintenance Libraries and Searching

The Display and Maintenance Libraries settings can not only affect what acquisition information can be displayed and modified, but it can also affect the searching performed in the *Item Search and Display* wizard. Administrators can change the Search Library Preferences property of the wizard to control what libraries are accessible when searching items.

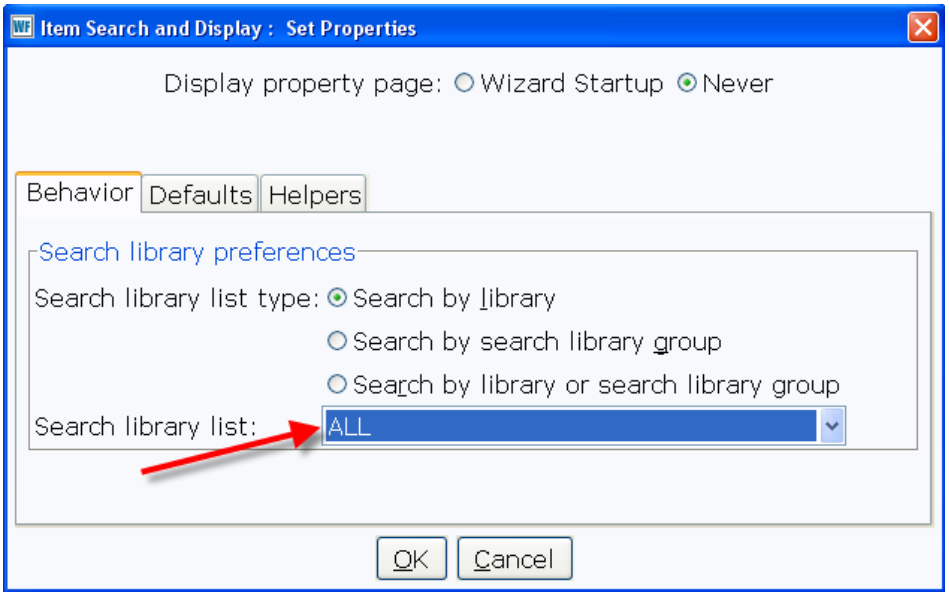
Below is the **Behavior** tab of the *Item Search and Display* wizard:

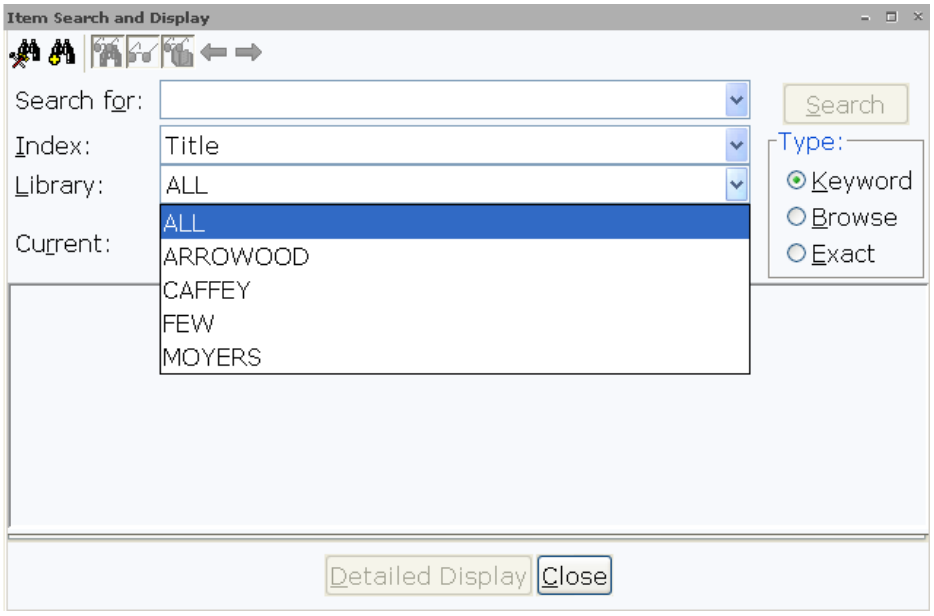


When searching by library and with the Search Library List set to use the Acquisition Display Libs as established in the Library policy, it determines the libraries in the drop-down of the wizard.



When searching by library and with the behavior set to ALL, all libraries in the system can be searched regardless of the established list in Acquisition Display Libs.



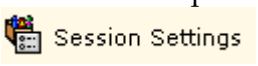


Session Settings

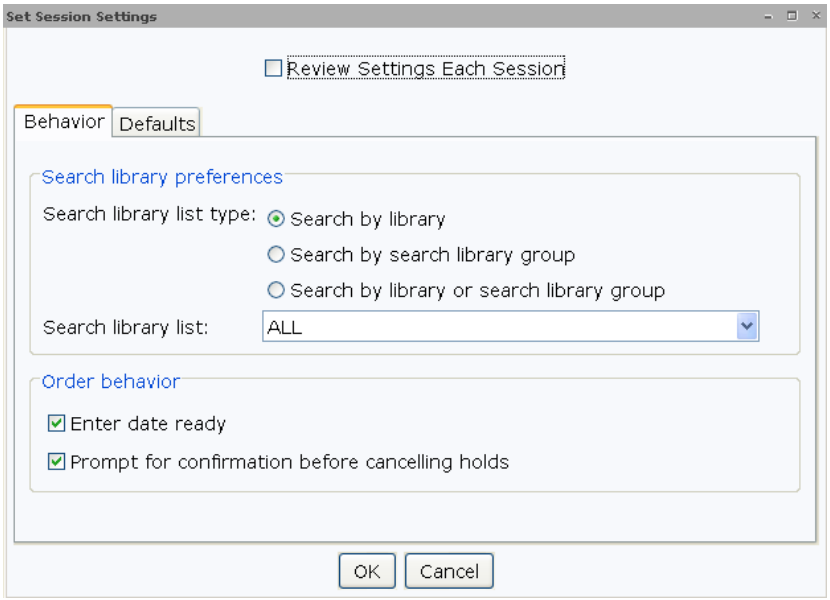
The *Session Settings* wizard guides you through the process of determining specific property-type settings for a range of wizards during your client session. The values in the session settings behave in the same way that properties behave. If you save properties when exiting, your session settings are saved for use in the next client session.

If you do not set these defaults at the beginning of a session, the first wizard you select will display the *Session Settings* wizard. You must set these defaults before WorkFlows will allow you to continue working the Acquisitions wizards.

To establish Acquisitions session settings:

1. Within the Acquisitions toolbar click the *Session Settings* wizard. 

If you are logged in as an administrator, the following window appears:



2. If you do not want to review the settings each workstation session, clear the Review Settings Each Session check box.

3. If necessary, change the Search Library Preferences to determine which libraries should be accessible when searching titles.

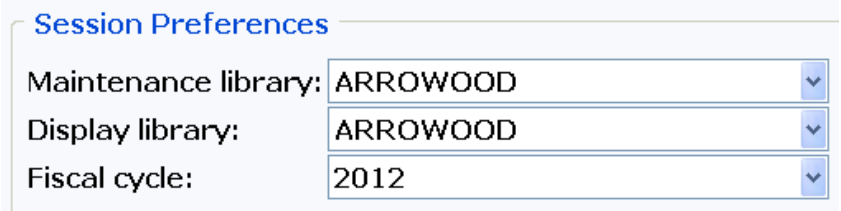
4. Clear the Date Ready check box if you always want the Date Ready default property in the *Add Basic Order*, *Add Dated Order*, *Add Recurring Order*, *Duplicate Order*, and *Add Orderlines* wizard to be NEVER. This check box is selected by default.

5. Clear the Prompt for Confirmation Before Cancelling Holds check box if you do not want a prompt to display when holds for on-order material is about to be removed or cancelled. This check box is selected by default.

6. Click on the **Defaults** tab.

7. Using the drop-down lists provided, select the appropriate Maintenance and Display Library.

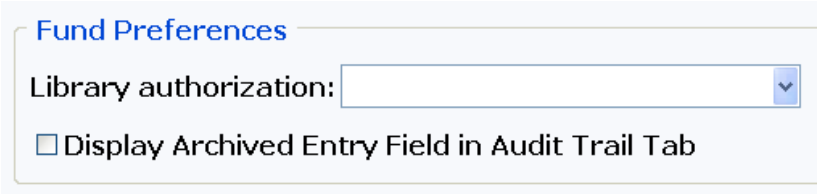
8. Select the fiscal cycle you want to use for this session.



9. If you are a part of a multi-library system and have established Library Authorization policies, select the appropriate one from the drop-down list.

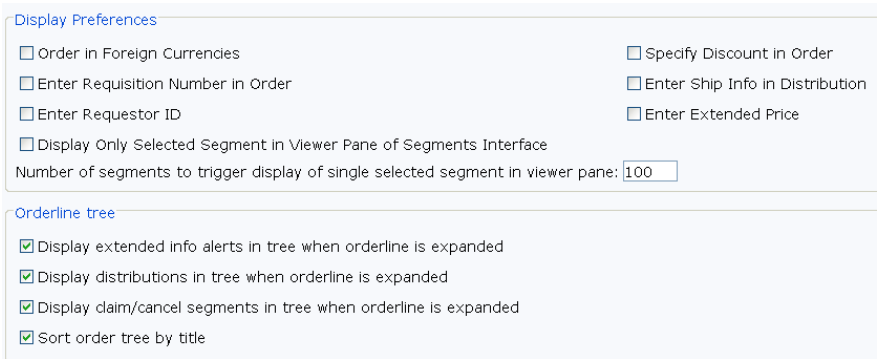
The Library Authorization policy will be discussed later in this section.

10. To display the Archived Entry field in the **Audit Trail** tab, select the Display Archived Entry Field in Audit Trail check box. The Archived Entry field was used by the Delete Archived Audit Trail Entries report to store audit trail information. (Audit trail information once appeared on the **Extended Info** tab. This information was archived on the library's server, and then reloaded into the audit trail database.)



11. In the Display Preferences area, select any additional information you want to display when working with order wizards, such as currency, discount, or extended price.

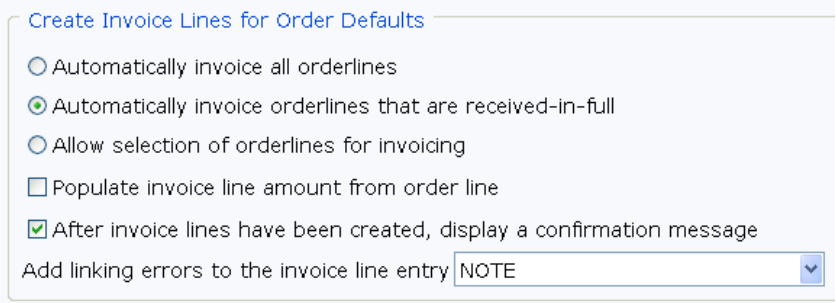
12. In the Orderline Tree area, determine whether or not to display order line tree information such as extended information alerts, distributions, or claim/cancel segments.



13. In the Invoice Behavior Preferences area, determine whether to automatically number invoice lines, have the system warn you when the difference between invoice and order amounts exceeds a certain percentage or dollar value, and warn you when the invoice quantity exceeds the received quantity.

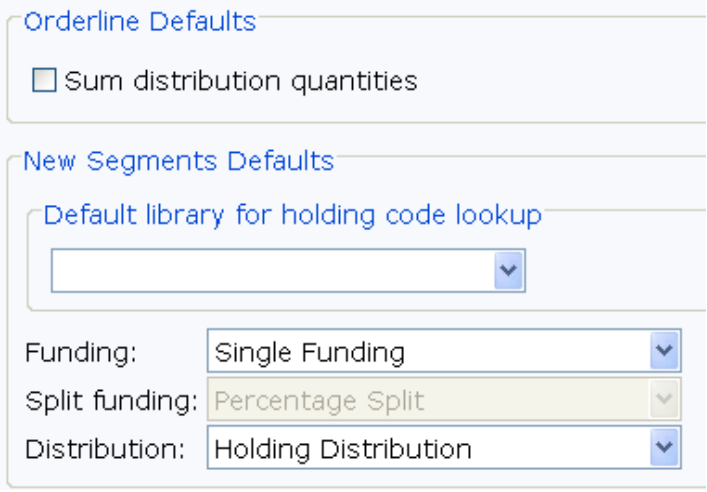
For more information about invoice taxes, please refer to the SirsiDynix Symphony Acquisitions Taxes training guide.

14. In the Create Invoice Lines for Order Defaults area, set default values are applicable when using the *Add Invoice Lines for Order* helper to create invoice lines from an order. If you want add linking errors to the invoice, select from the drop-down whether to add them to the Note or Comment field.

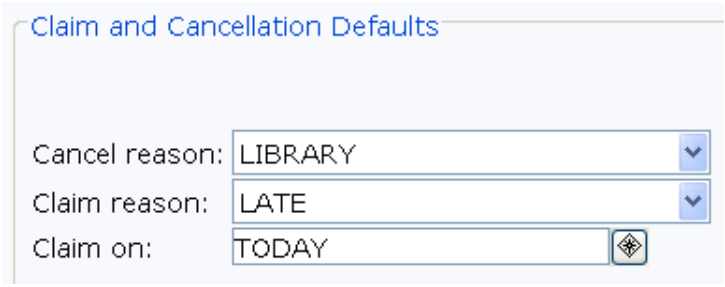


15. Select the Sum Distribution Quantities if you want to sum the funded quantities and set order line quantities automatically as distributions are added to the order. This feature is useful when you are ordering many copies of a title and do not want to be concerned with adding up the funded quantities to calculate the total quantities.

16. Under the New Segment Defaults area, select a default library for holding code lookup, if necessary. You may also change the funding and/or holding distribution here.



17. Under Claim and Cancellation Defaults, select a default Cancel Reason and Claim Reason from the drop-down lists. You can also set a default Claim On date using the calendar gadget.



18. Click **OK**.

Acquisition Wizard Properties

Acquisitions wizards have properties which provide window defaults and various control settings for each wizard. Making changes to properties can facilitate the acquisition process by bringing together processes and reducing the number of clicks that have to be made throughout the wizard.

Administrators and supervisor-level staff has access to Behavior, Defaults, and Helpers properties. Other staff only has access to Defaults properties.

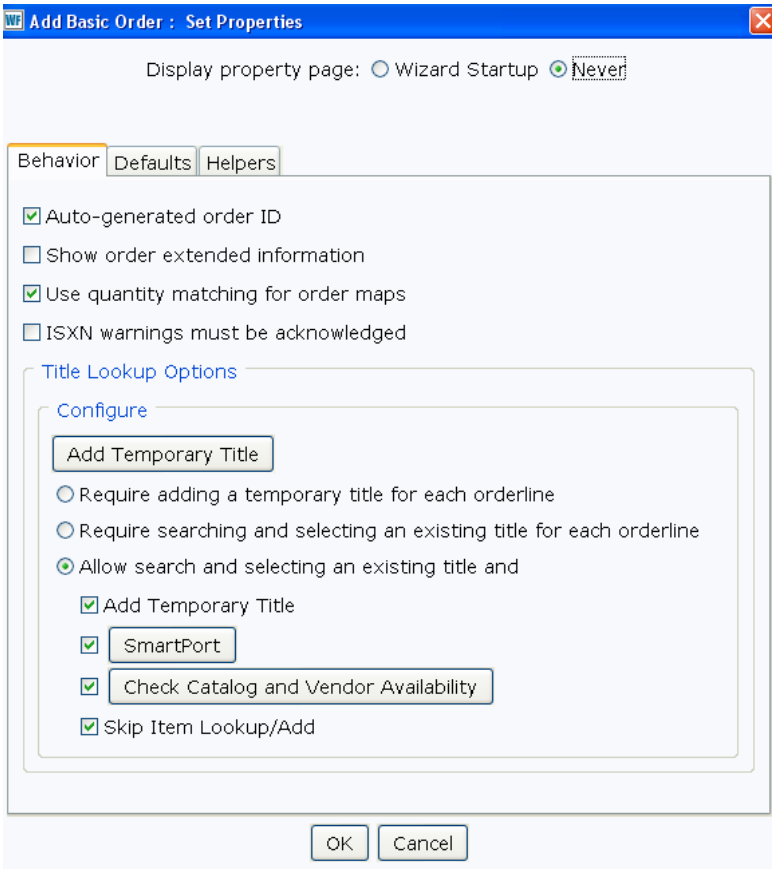
Changes made to the properties are saved on that user's workstation. Properties can also be saved at the server level with the *Save Properties* wizard in the Utility toolbar.

Add Basic Order Properties

To modify the Add Basic Order wizard properties:

1. In the Acquisitions toolbar, open the Orders group of wizards.
2. Right-click on the *Add Basic Order* wizard.

3. Select **Properties**.



4. In the **Behavior** tab, clear the Auto-Generated Order ID box if you want to enter your own Order ID or PO number.

Order IDs must not contain spaces.

5. Clear the Use Quantity Matching for Order Maps if you do not want order map values or selections to be included as part of the wizard workflow.

   Typically when orders are created, the item is first searched in the catalog, and if no title is present, a title may be added from another library or bibliographic utility using SmartPort or a temporary title may be created at the workstation for ordering. By default, the wizard permits looking up an existing title in the catalog, and adding a temporary title at the workstation. SmartPort is available by selecting the option under Allow Search and Selecting an Existing Title.

   In some libraries, one staff member may place all orders for existing titles, and another may only add new titles for ordering. Alternately, these two types of ordering may be done by the same staff member, but performed separately in the workflow. In these cases, you may

prefer only one of the title lookup options. At least one option may be allowed. For any lookup options that are cleared, the setting remains throughout the addition of each new order line until the property is changed.

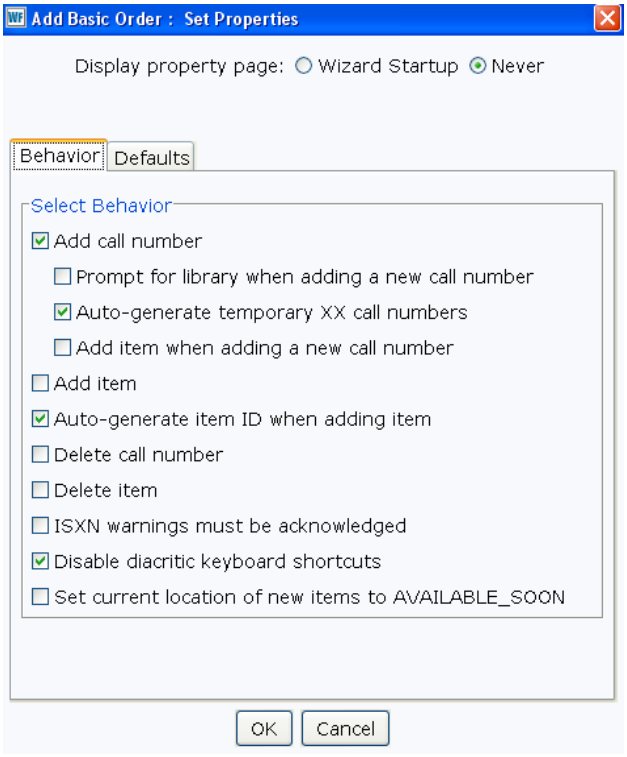
The following options are available:

- Require Adding a Temporary Title for Each Orderline
- Require Searching and Selecting an Existing Title for Each Orderline
- Allow Search and Selecting an Existing Title and

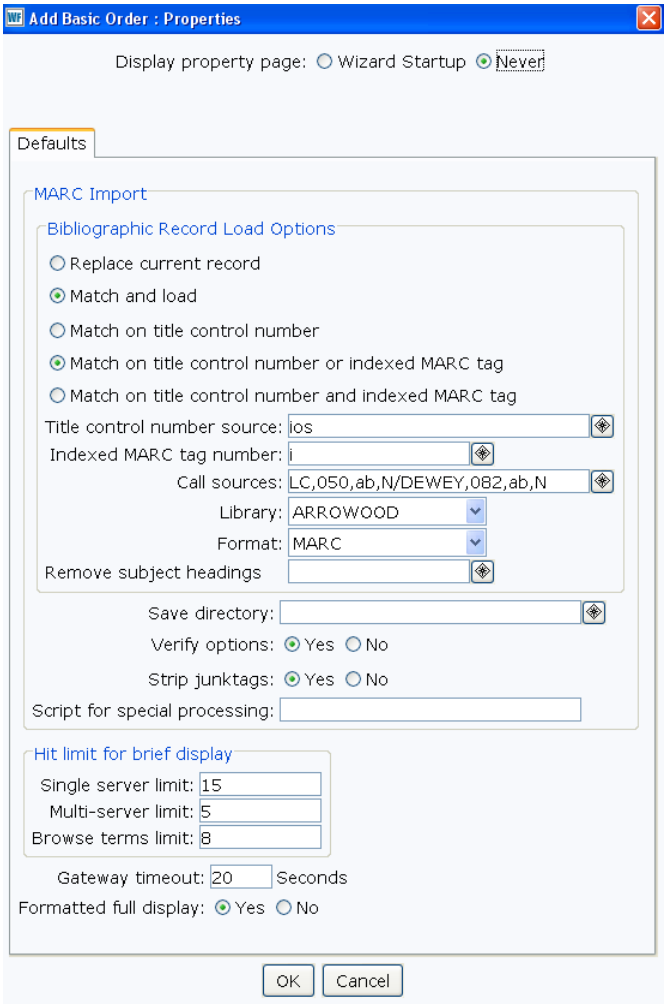
The last option then allows you to use the following:

- Add Temporary Title
- SmartPort
- Check Catalog and Vendor Availability (VIP)
- Skip Item Lookup/Add

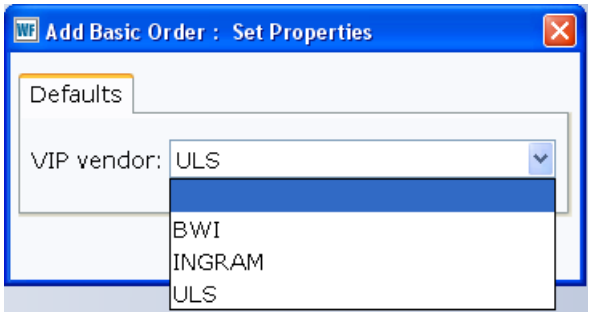
6. If you allow staff to add catalog records on the fly in the acquisition process, click on **Add Temporary Title** button. Make property changes as needed such as having the system auto-generate temporary XX call numbers.



7. If you allow staff to connect to other databases to copy catalog records, click the **SmartPort** button. Make property changes as needed such as bibliographic load options and call sources.



8. If the Vendor Information Port is configured, click on the **Check Catalog and Vendor Availability** button. Select a vendor from the drop-down.

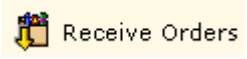


9. Make any other necessary changes in the **Defaults** and/or **Helpers** tab.

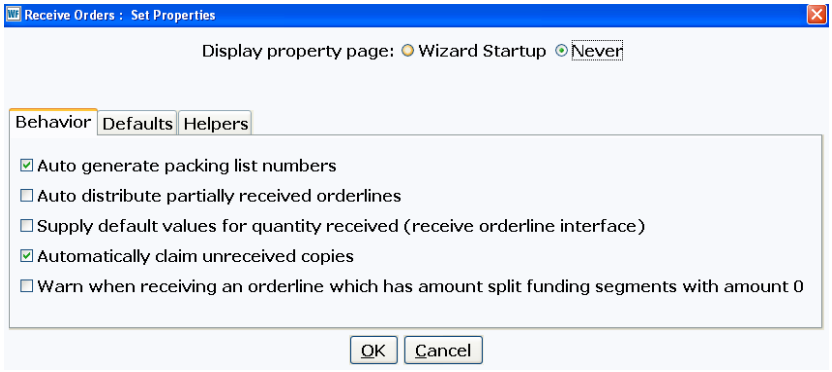
10. Click **OK**.

Receive Order Properties

To modify the Receive Orders wizard properties:

1. Within the Orders group of wizards, right-click on the *Receive Orders* wizard. 

2. Select **Properties**.



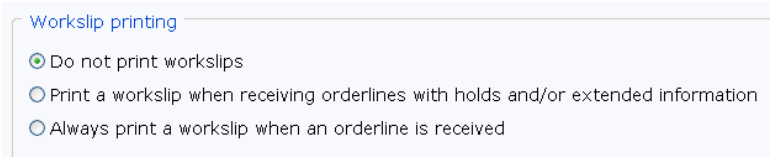
3. In the **Behavior** tab, clear the Auto Generate Packing List Numbers box if you want to enter packing list numbers.

4. Select the Auto Distribute Partially Received Orderlines box if you want to the system to fill multiple copy distributions in orders.

5. Click on the **Defaults** tab.

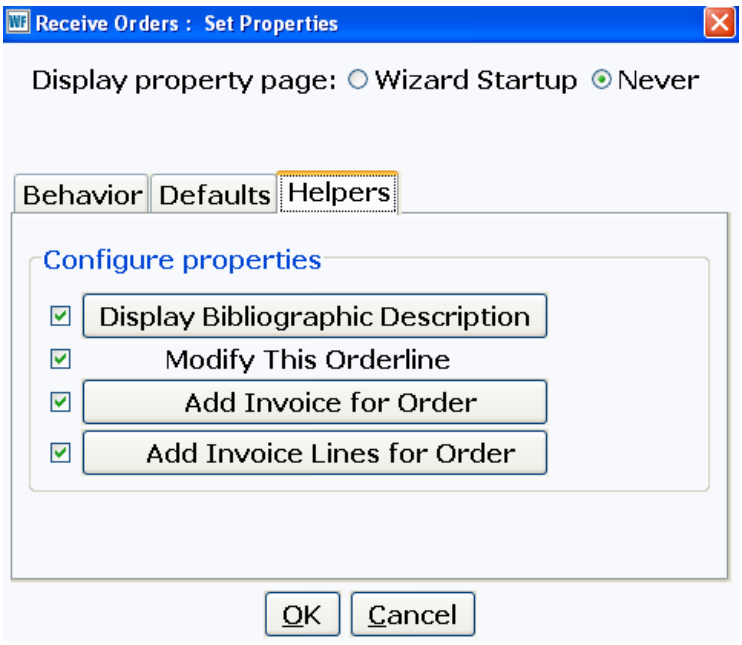
6. To determine if a workslip should print, click one of the two following options:

   - Print a Workslip When Receiving Orderlines with Holds and/or Extended Information
   - Always Print a Workslip When an Orderline is Received



7. Click the **Helpers** tab.

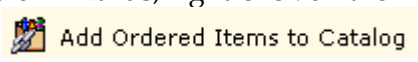
8. Select the check boxes next to Helpers you want to display in the *Receive Orders* wizard. Unselect the check boxes next to Helpers you do not want to display in the *Receive Orders* wizard.


Receive Orders : Set Properties
Display property page: Wizard Startup Never
Behavior
Defaults
Helpers
Configure properties
Display Bibliographic Description
Modify This Orderline
Add Invoice for Order
Add Invoice Lines for Order
OK
Cancel

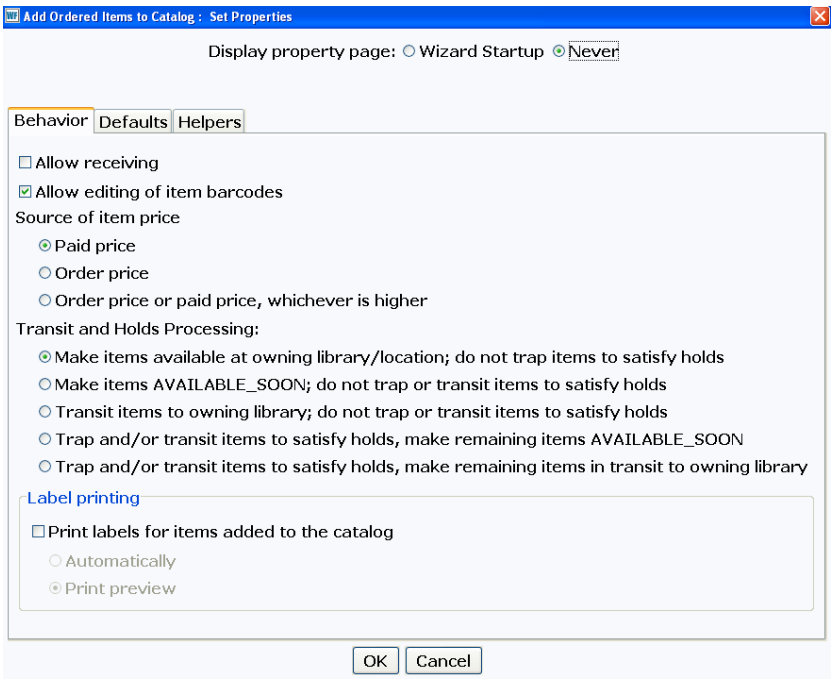
9. Click **OK**.

Add Ordered Items to Catalog Properties

To modify the Add Ordered Items to Catalog wizard properties:

1. Within the Orders group of wizards, right-click on the *Add Ordered Items to Catalog* wizard. 

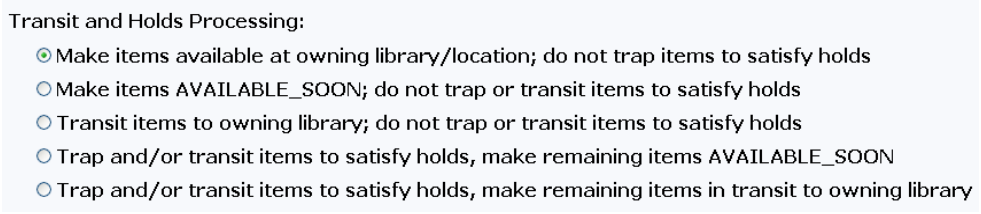
2. Select **Properties**.



3. In the **Behavior** tab, select a source of the item price. The available options are as follows:

   - Paid price
   - Order price
   - Order price or paid price, whichever is higher

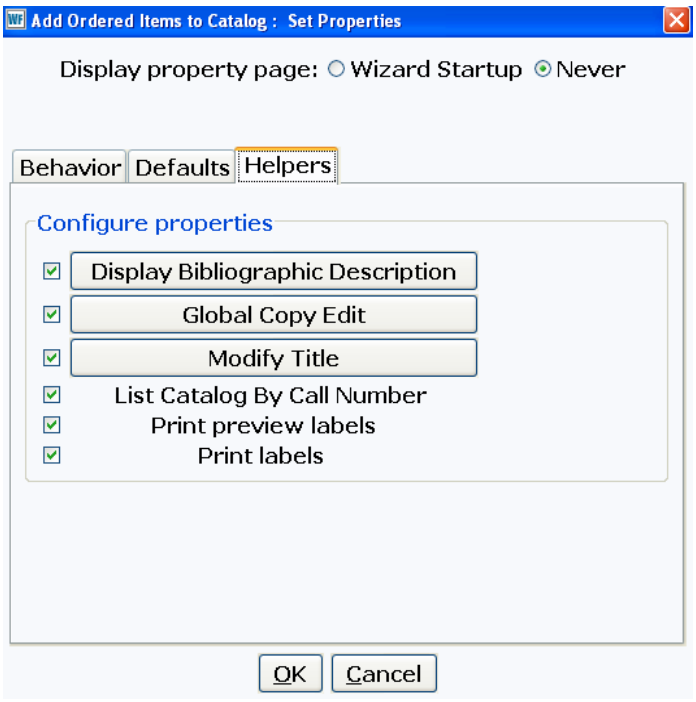
4. Under Transit and Holds Processing, make an appropriate selection for your workflow. The options available differ for multi-library systems and single library systems.



5. To print labels when adding items to the catalog, select the Print Labels for Items Added to the Catalog check box. Select to automatically print them or have a print preview that will allow you to modify the label elements.

6. Click on the **Helpers** tab.

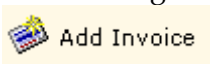
7. Select the check boxes next to Helpers you want to display in the *Add Ordered Items to Catalog* wizard. For example, if you want to enable the ability to change item information, select the check box next to Global Copy Edit. Unselect the check boxes next to Helpers you do not want to display in the *Add Ordered Items to Catalog* wizard.



8. Click **OK**.

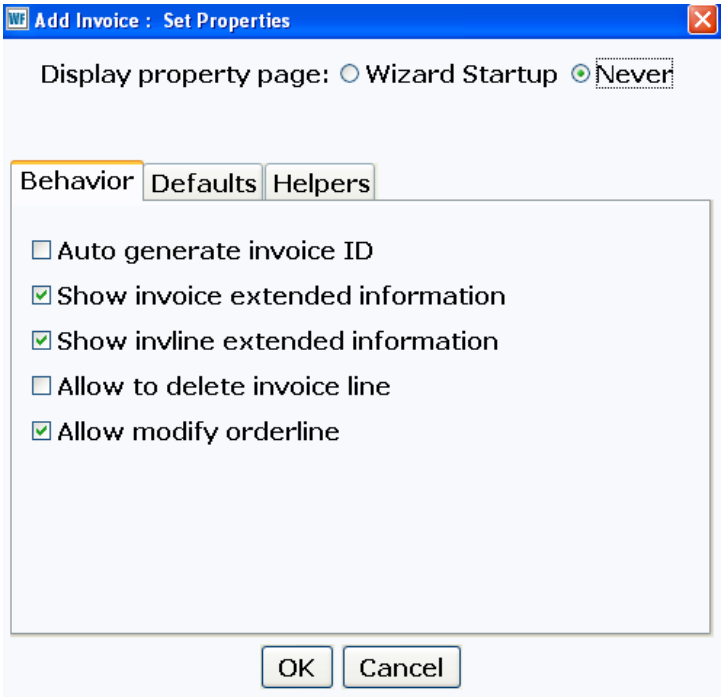
Add Invoice Properties

To modify the Add Invoice wizard properties:

1. Within the Invoices group of wizards, right-click on the *Add Invoice* wizard. 

2. Click **Properties**.

3. In the **Behavior** tab, select the check box next to Auto Generate Invoice ID if you want the system to automatically assign IDs as invoices are created.



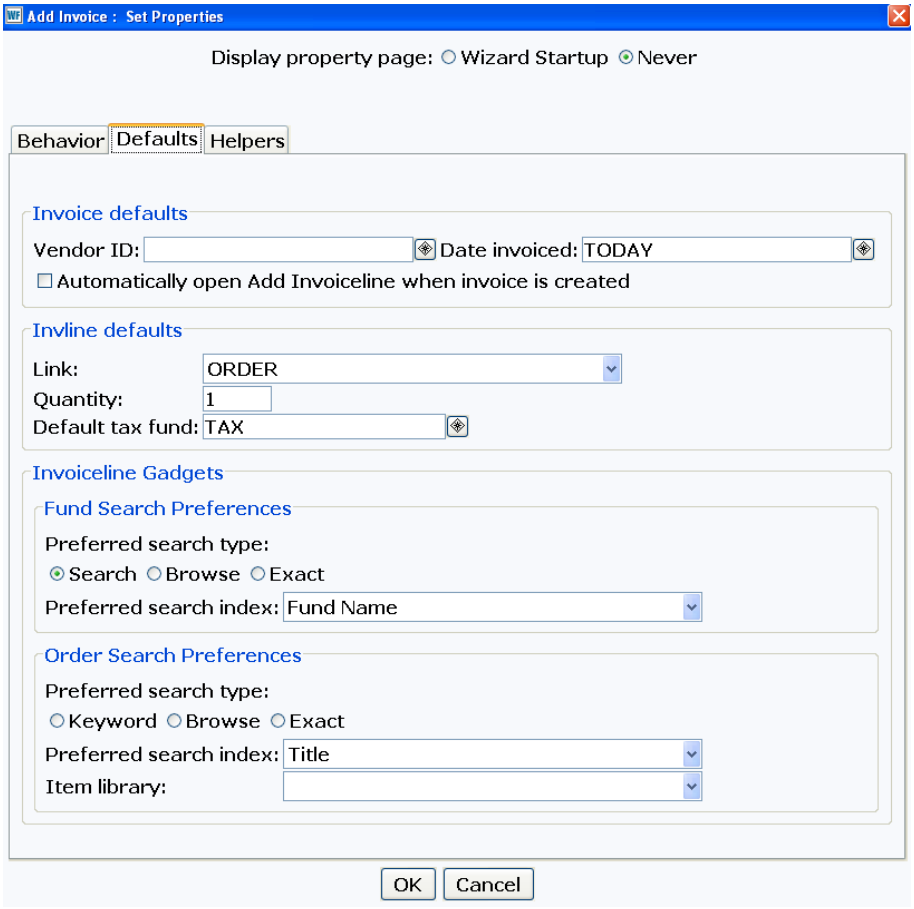
4. Make any other necessary selections.

5. Click on the **Defaults** tab.

6. Using the *Vendor ID* gadget, select a default vendor ID for new invoices.

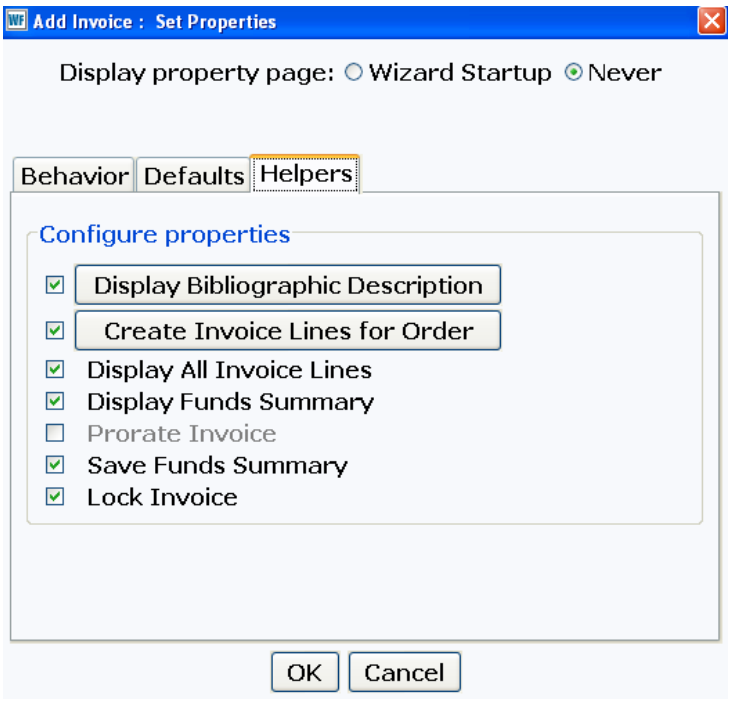
7. To use a default date of the invoice other than today, use the *Date Invoiced* gadget to select a date.

8. Make changes to the Fund and Order Search Preferences, if necessary.



9. Click on the **Helpers** tab.

10. Select the check boxes next to Helpers you want to display in the *Add Invoice* wizard. Unselect the check boxes next to Helpers you do not want to display in the *Add Invoice* wizard.


Add Invoice : Set Properties
Display property page: Wizard Startup Never
Behavior
Defaults
Helpers
Configure properties
Display Bibliographic Description
Create Invoice Lines for Order
Display All Invoice Lines
Display Funds Summary
Prorate Invoice
Save Funds Summary
Lock Invoice
OK
Cancel

11. Click **OK**.

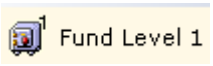
Acquisitions Configuration Policies

Establishing Fund Levels

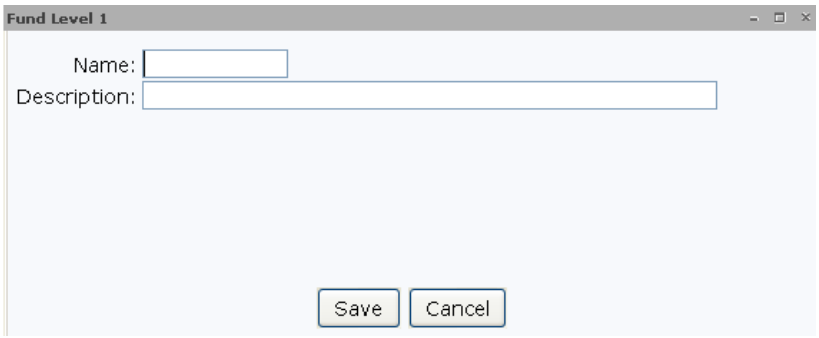
The optional fund level policies can denote hierarchical fund levels for budget management and statistical analysis. You can determine the general purpose of these policies, which policy names are allowed, and through configuration files can define the field labels for these levels.

Fund levels may be used as selection criteria when displaying fund records in wizards and are also used as selection criteria in reports for generating detailed statistical breakdowns by library-defined characteristics.

To add a fund level:

1. Navigate to the Configuration toolbar and click the Acquisition Configuration group of wizards.
2. Click the *Fund Level 1* wizard. 

3. Click **Create**.



4. In the Name box, type the policy name.
5. In the Description box, type the policy description.
6. Click **Save**.
7. Repeat steps 4-7 until you have added all the necessary fund levels.
8. Click **Close** to exit the wizard.

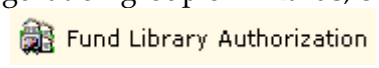
The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

Establishing Library Authorization

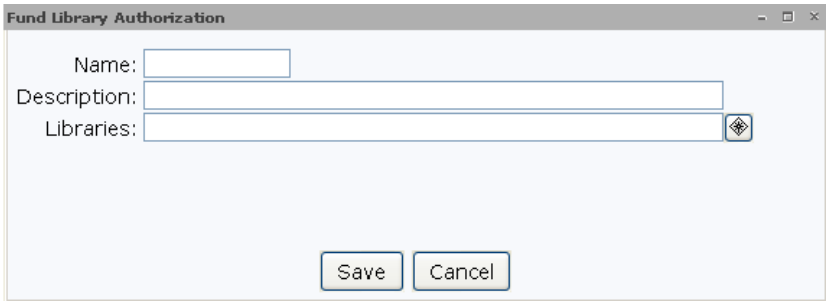
Fund Library Authorization is used to control the libraries for which a fund cycle can be used to order materials based on whether the fund cycle is authorized for the holding code library.

The specified libraries in a Fund Authorization policy are compared to the libraries of the holding codes to determine if the fund cycle is permitted to be used to order materials for a library. If a fund cycle or fund cycles can be used to order materials only for one library, or for multiple libraries, a Fund Authorization policy must be defined for every unique combination of libraries. A Fund Authorization policy is not required to be defined for all libraries; an empty Library Authorization field in the fund cycle record indicates that the fund cycle is authorized for all libraries.

To create fund library authorization:

1. Within the Acquisition Configuration group of wizards, click the *Fund Library Authorization* wizard. 

2. Click **Create**.



3. In the Name box, type the policy name.

4. In the Description box, type the policy description.

5. Using the *Libraries* gadget, select the libraries to include in the authorization and click **OK**.

6. Click **Save**, and then click **Close**.

   The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

Order Types

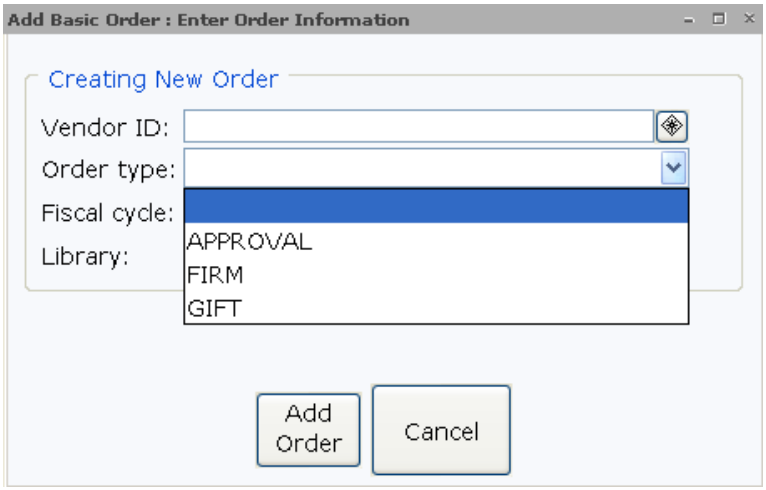
An order type is a policy that not only categorizes an order, but can also determine the kind of treatment accorded to the order internally.

Delivered order type policies include the following:

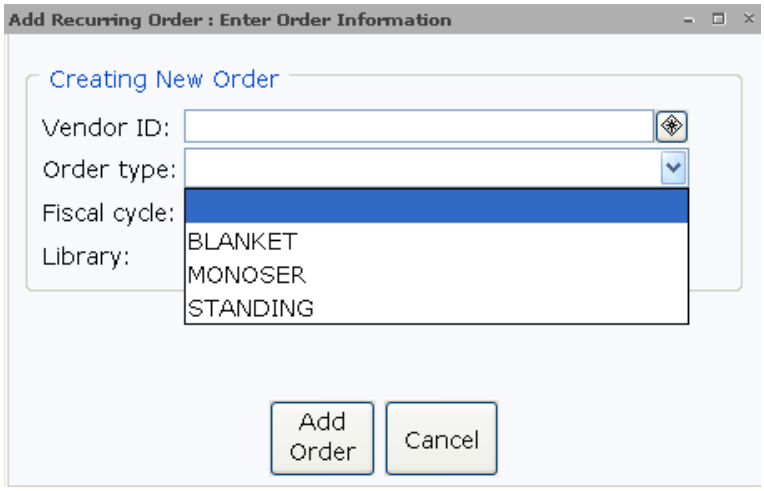
- APPROVAL
- BLANKET
- ELECTRONIC
- FIRM
- GIFT
- MEMBERSHIP
- MONOSER
- STANDING
- SUBSCRIPT

An order type is categorized as one of three kinds: Basic, Dated, or Recurring.

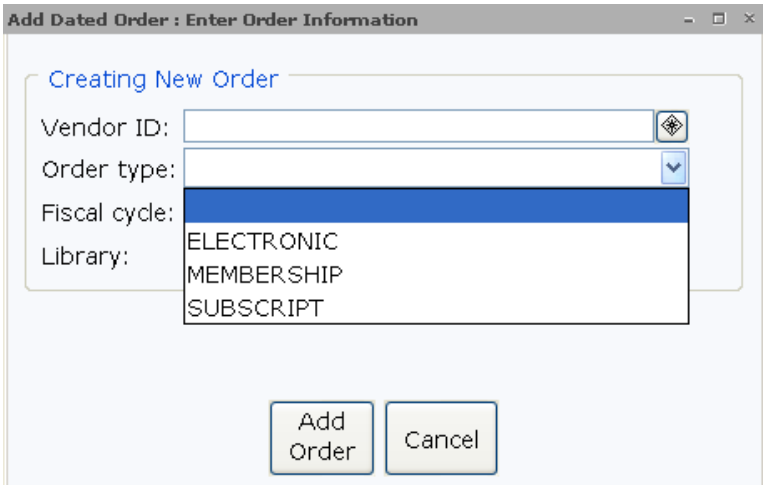
A basic order is a complete order by itself, for instance the Order Type FIRM would be categorized as a Basic order type.



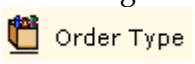
A recurring order is used when a line item on an order should be duplicated as soon as the order line is received with the *Receive Orders* wizard or invoiced. SirsiDynix Symphony generates a new line item 1, either on the same order, or on a new order in the next fiscal cycle. BLANKET is categorized as a Recurring order type.



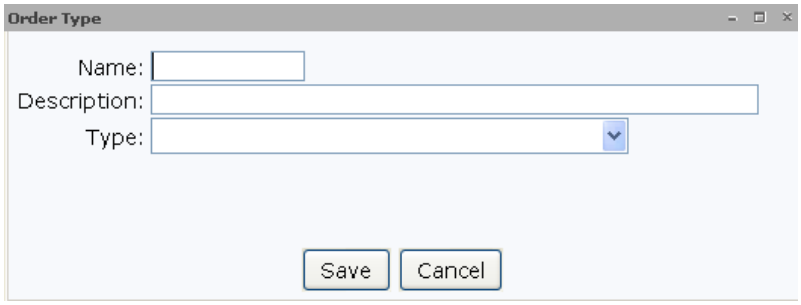
A dated order is used when a line item on an order should be duplicated on a particular date, regardless of the receipt or invoicing of the previous line item order. Through the Rollover Dated Orders report, SirsiDynix Symphony generates a new order when the line item's date has passed.



To create a new order type:

1. Within the Acquisition Configuration group of wizards, click the *Order Type* wizard. 

2. Click **Create**.



3. In the Name box, type the policy name.

4. In the Description box, type the policy description.

5. Select a type from the drop-down list.

6. Click **Save**.

7. Click **Close**.

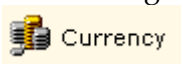
The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

Working with Currencies

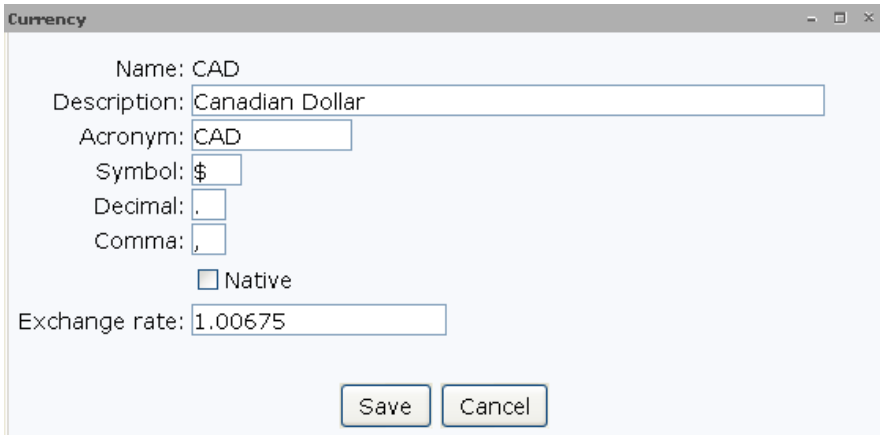
The Currency policy is used to calculate a foreign currency purchase in local currency. Prices in non-native currency will be converted to native currency so that funds may be encumbered properly.

To ensure proper conversion of non-native to local currency, the library must monitor exchange rates and update the Currency policy as needed.

To update an exchange rate:

1. Within the Acquisition Configuration group of wizards, click the *Currency* wizard. 

2. Double-click the currency you want to update or highlight it and click **Modify**.



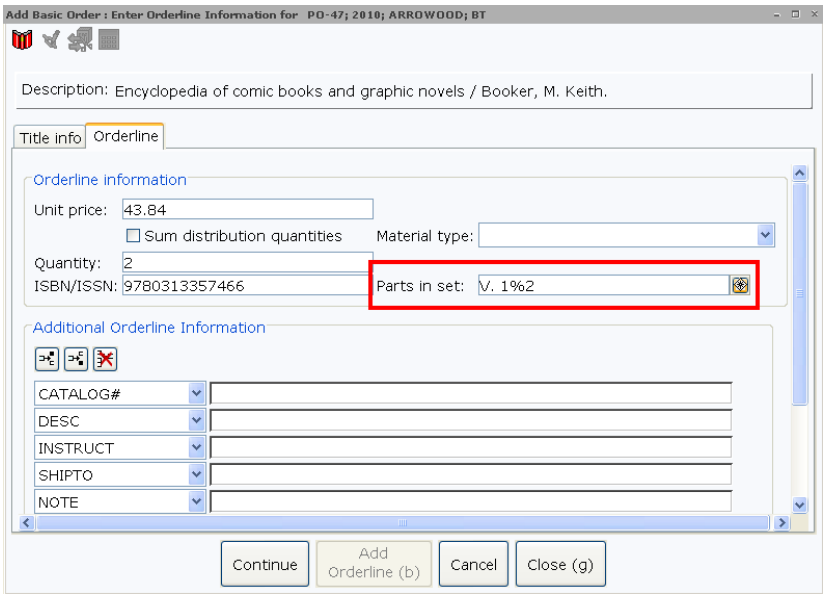
3. Type in the current exchange rate in the Exchange Rate field.
4. Click **Save**.
5. Click **Close**.

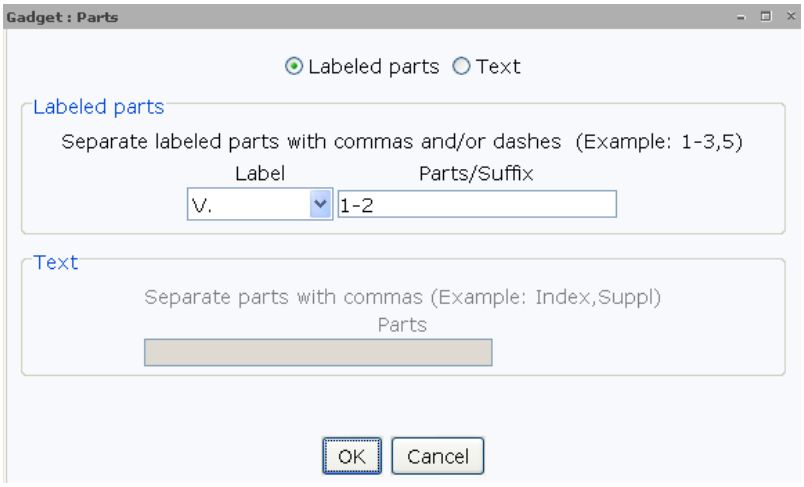
The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

To update order amounts from corresponding exchange rate tables, use the Update Order Exchange Rates report. To update invoice exchange rates from the currency policy, run the Update Invoice Exchange Rates report.

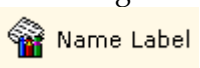
Creating Name Labels

The Name Label policy is used by both the Serial Control and Acquisitions modules. For Acquisitions, this policy is used by the *Parts in Set* gadget to standardize the entry of volumes and parts.

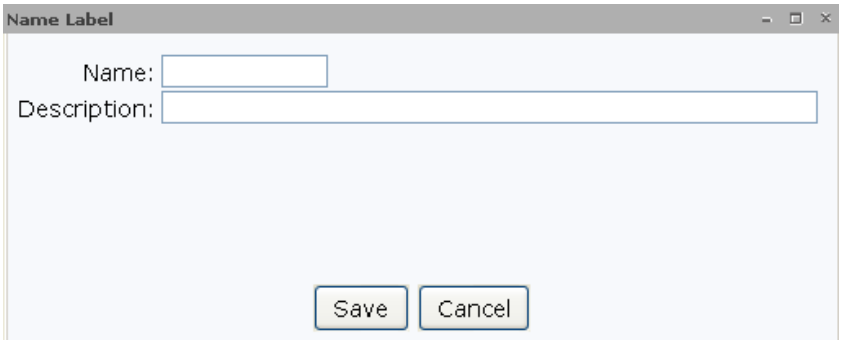




To create a new name label:

1. Within the Acquisition Configuration group of wizards, click the *Name Label* wizard. 

2. Click **Create**.



3. In the Name box, type the policy name.

4. In the Description box, type the policy description.

5. Click **Save**.

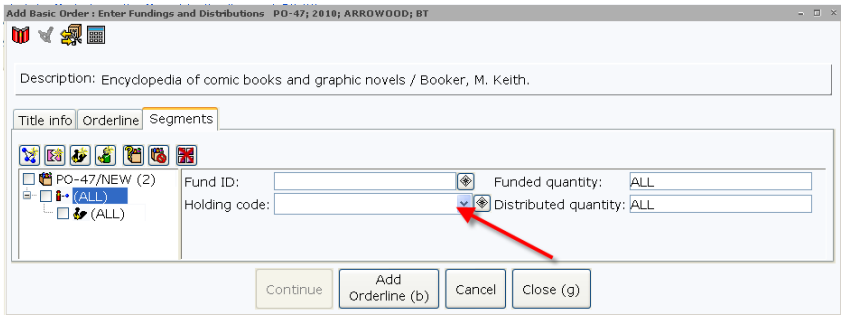
6. Click **Close**.

   The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

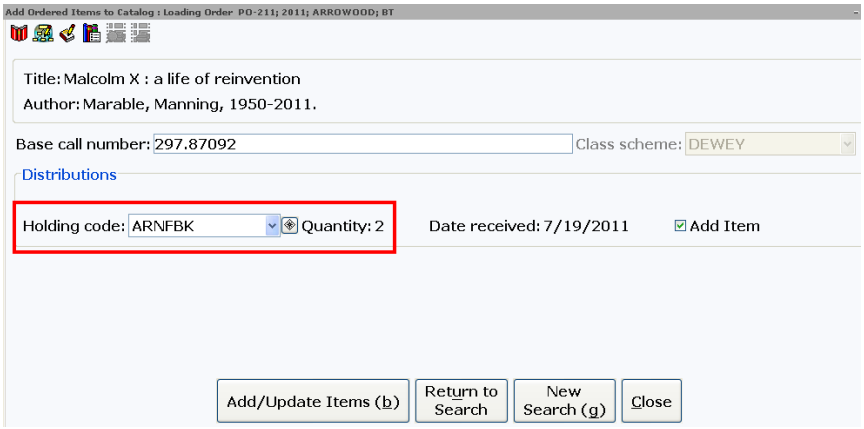
Working with Holding Codes

The Holding Code policy is used to provide copy-level information such as Item Type and Location at the time a record is created.

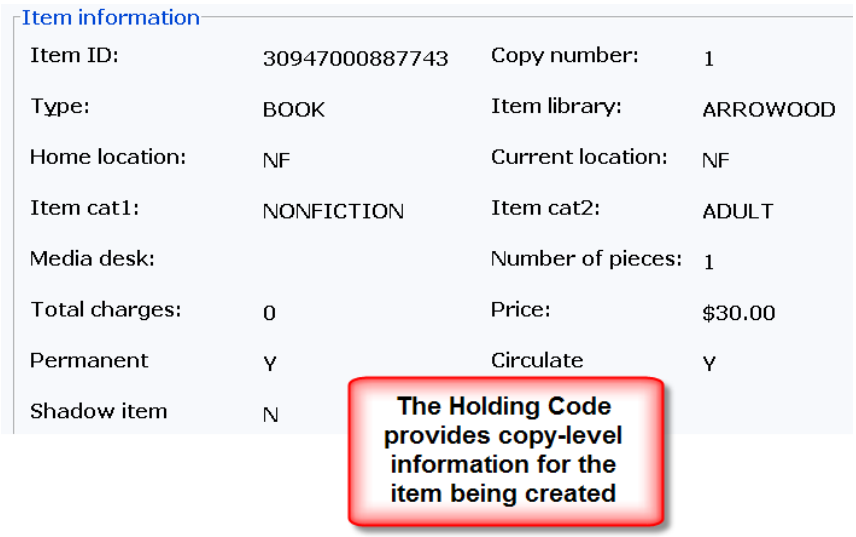
In Acquisitions, the Holding Code is placed in the distribution segment of an order. This allows the library staff to define the eventual destination of the funded copies.



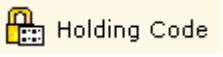
When staff members use the *Add Ordered Items to Catalog* wizard, the Holding Code will be used for the new items being created.



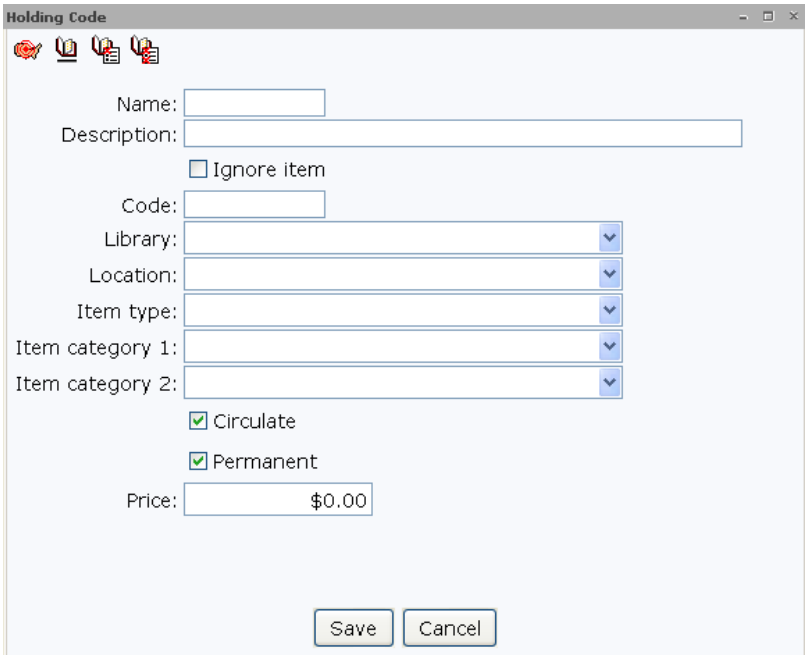
Below is the item record of the title created with the *Add Ordered Items to Catalog* wizard using the Holding Code:



To create a holding code:

1. Within the Acquisition Configuration group of wizards, click the *Holding Code* wizard. 

2. Click **Create**.



3. In the Name box, type the policy name.

4. In the Description box, type the policy description.

5. In the Code field, enter the code for the holding code. It is recommended that use the Name of the holding code for the code.

6. Using the Library drop-down, select the library that will have ownership of the item.

7. Using the Location drop-down, select a location in which the item will be assigned.

8. Using the Item Type drop-down, select the item type to represent the item.

9. If necessary, assign the holding code Item Categories using the drop-down fields.

10. Make any other necessary changes, then click **Save**.

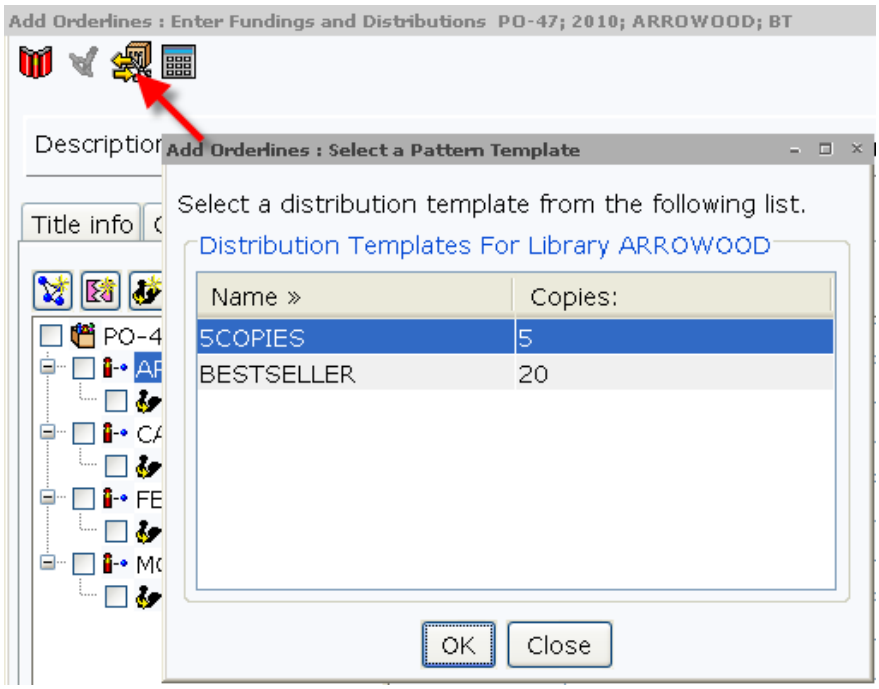
11. Repeat steps 2-10 until all holding codes have been added, then click **Close**.

    The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

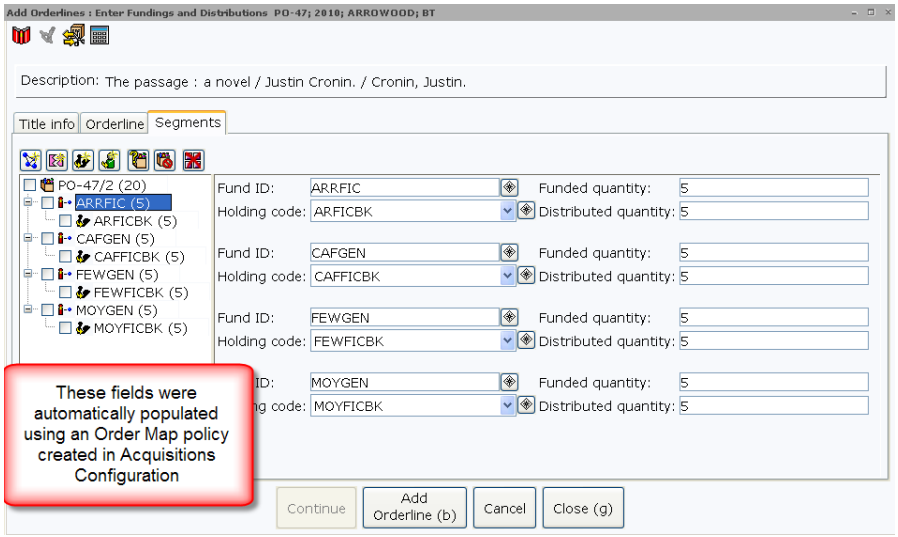
Creating Order Maps

Acquisitions departments may order the same number of copies over and over again, but the copies may not be funded and/or distributed the same way each time. The Order Map policy allows you to create templates for common funding and distribution patterns for a given number of copies ordered.

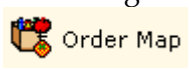
When creating an order, you can use the *Replace Fundings & Distributions* helper to simply select an appropriate order map value to create fundings and distributions for a set number of ordered copies in a single set.



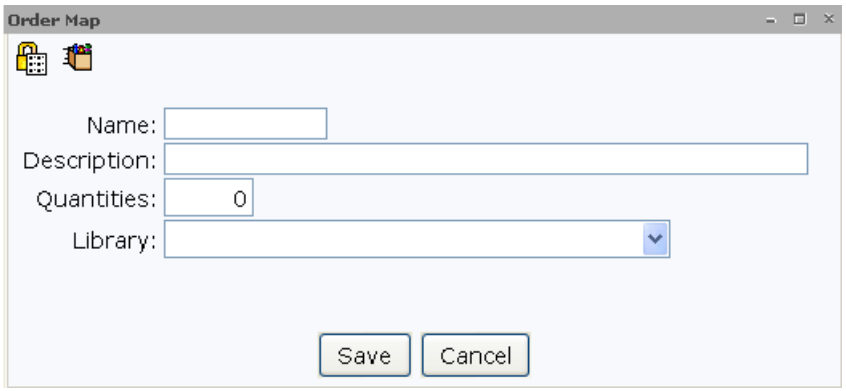
Order maps available for selecting can be created with as little or as much funding/distribution information as possible. If more information is provided in an order map, less needs to be typed at the workstation.



To create an order map:

1. Within the Acquisition Configuration group of wizards, click the *Order Map* wizard. 

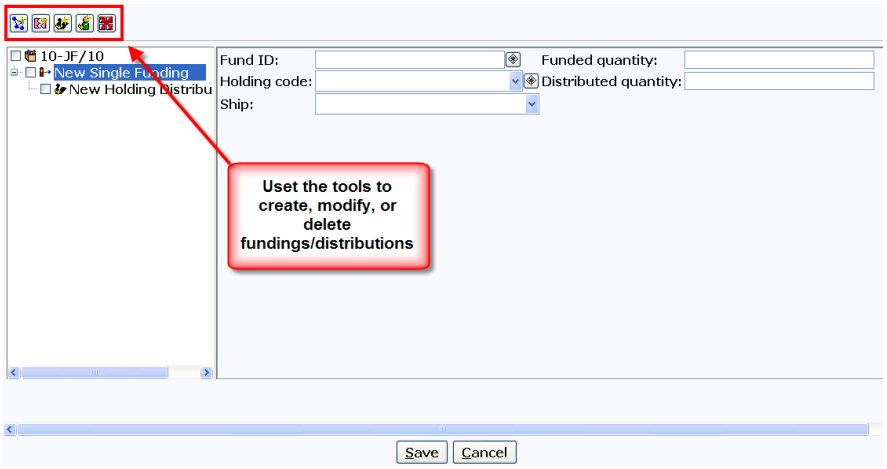
2. Click **Create**.



3. In the Name box, type the policy name.
4. In the Description box, type the policy description.
5. In the Quantities box, type the quantity.
6. With the Library drop-down, select the library.
7. Click **Save**.

8. Use the following tools to create, modify, or delete fundings/distributions:

- Add a Funding/Distribution Cluster
- Add an Additional Split
- Add a Holding Distribution
- Add a User Distribution
- Delete a Segment

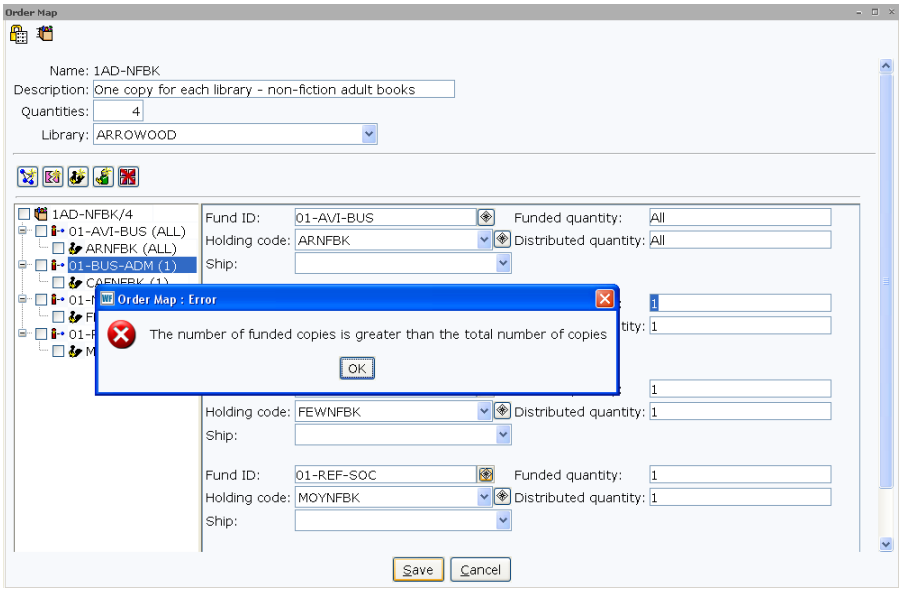


9. Click **Save**.

10. Click **Close**.

The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

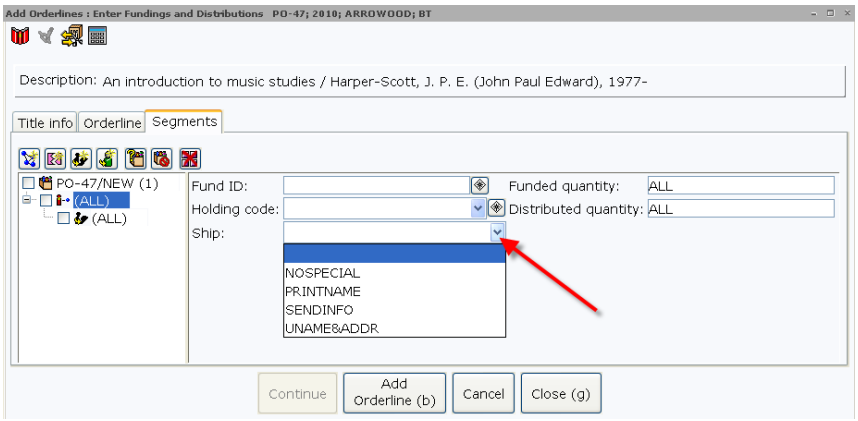
When creating or modifying an Order Map policy, be certain that the overall number of copies equals the number copies funded and the number of copies distributed, as with an order created in the Acquisitions module. You cannot save your changes until copies funded and distributed are balanced.



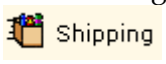
For additional considerations to take when creating order maps, refer to the WorkFlows online Help topics “Order Map Wizard” and “Working with Order Maps.”

Modifying Shipping Instructions

The Shipping policy is used in the Ship field of distribution segments in order records to specify messages or shipping instructions to be printed on the purchase order.

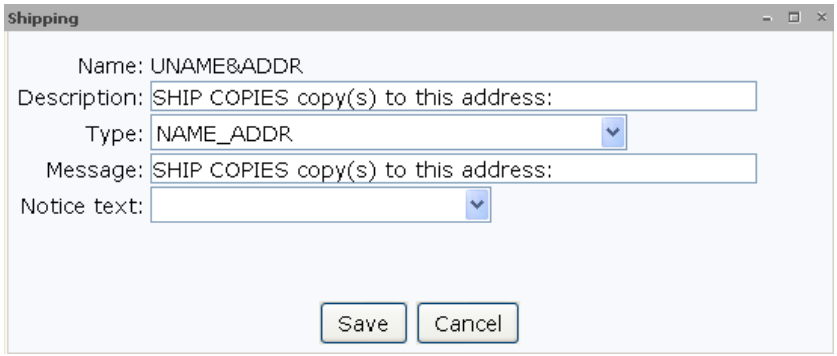


To modify a shipping policy:

1. Within the Acquisition Configuration group of wizards, click the *Shipping* wizard. 

2. Double-click the shipping message you want to modify or highlight it and click **Modify**.

3. Change the message located in the Message box. This is what appears in the purchase orders sent to vendors.



4. Select a notice text from the Notice Text drop-down. This text will appear after the Shipping policy message.

5. Click **Save**.

6. Click **Close**.

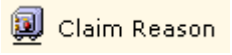
   The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

Maintaining Claim Reasons

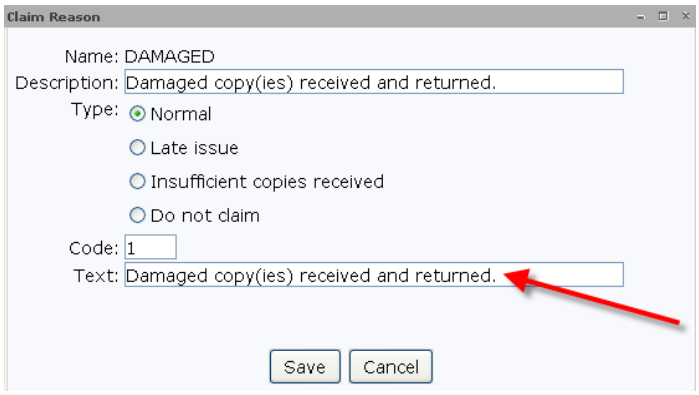
When materials ordered through the Acquisitions module fail to arrive in a timely manner or are unsatisfactorily received, a claim notice may be generated through SirsiDynix Symphony to be sent to the vendor. Claims are typically generated by adding a claim segment to the appropriate order line.

The Claim Reason policy for acquisitions describes why the item is being claimed. Attributes of the policy determine the action to be taken, including claim segments added automatically if an insufficient number of copies are received or if the items are not received as of the Date to Claim in the order record.

To modify a claim reason:

1. Within the Acquisition Configuration group of wizards, click o the *Claim Reason* wizard. 

2. Double-click the claim reason you want to modify or highlight it and click **Modify**.



3. If you would like a different message to print on claim notices to the vendor, modify the text in the Text field.

4. Click **Save**.

5. Click **Close**.

   The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

Cancelling On-Order Holds

If you allow for on-order holds to be placed, they can automatically be cancelled by enabling the global configuration option for Auto Cancellation of On-Order Holds. The following actions will trigger the automatic cancellation:

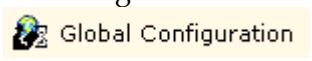
- Deleting the order associated with the hold
- Deleting the order line associated with the hold
- Changing the order line to use a Holding Code policy that does not allow holds
- Modifying the order to break the link to the title, using the Break Title Link option on the **Title Info** tab
- Cancelling the order by adding a cancellation segment

Users can then be notified of cancelled holds by the Notice for Cancelled Holds report.

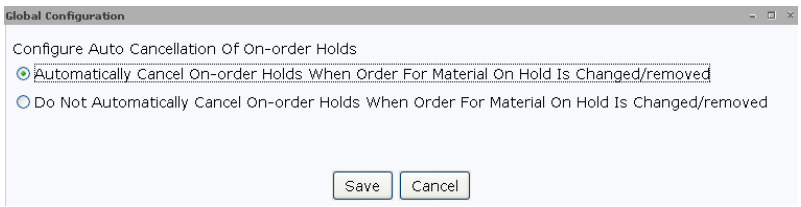
For instructions on how to run the Notice for Cancelled Holds report, refer to the SirsiDynix Symphony Holds Maintenance and Reports training guide.

If the Auto Cancellation of On-Order Holds is not enabled, the hold will remain in place until it expires, unless staff removes it.

To automatically cancel on-order holds:

1. Within the Configuration toolbar, click the *Global Configuration* wizard. 

2. Click on the **Circulation** tab.
3. Double-click on Configure Auto Cancellation of On-Order Holds or highlight it and click **Modify**.
4. Click on Automatically Cancel On-Order Holds When Order For Material On Hold Is Changed/Removed.

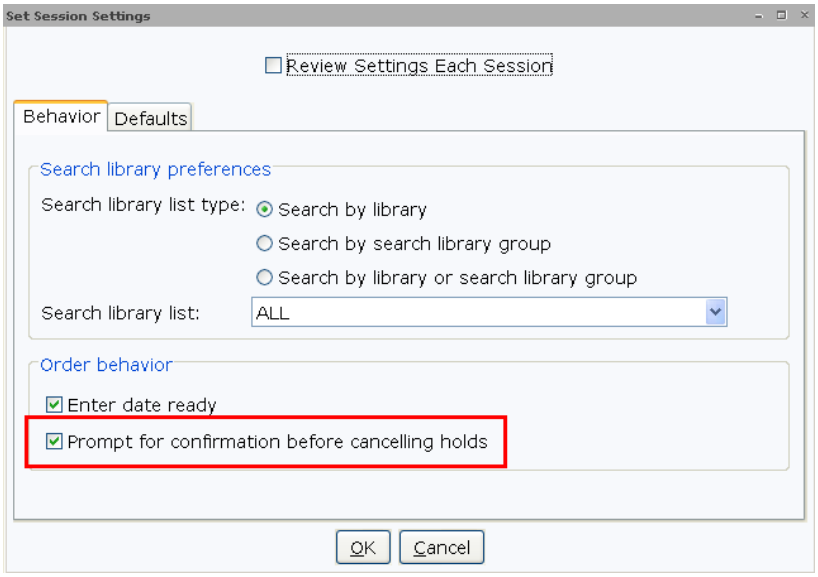


5. Click **Save**.

6. Click **Close**.

The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

Acquisitions staff can be prompted before cancelling holds. This is a behavior located in the *Session Settings* wizard of the Acquisitions toolbar.



If selected, a confirmation prompt displays when holds for on-order materials are about to be removed automatically because an order line is removed, cancelled, or some action is taken to cancel the on-order hold. By default, this check box is selected.

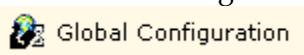
This check box displays only if SirsiDynix Symphony is configured to allow on-order holds, and if the Automatically Cancel On-Order Holds When Order For Material On Hold Is Changed/Removed global configuration is selected.

Automatically Add Audit Trail

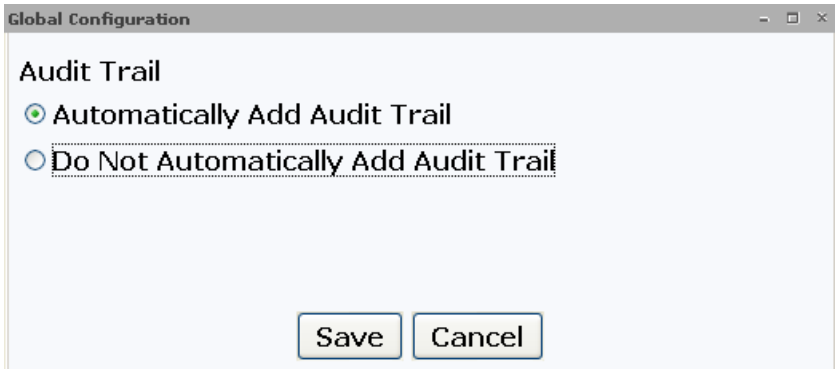
The Audit Trail policy appears on the **Acquisition** tab of *the Global Configuration* wizard. This policy allows you to enable the creation of audit trail information for fund and fund cycles.

To enable the creation of audit trails:

1. Within the Configuration toolbar click the *Global Configuration* wizard.



2. Click on the **Acquisition** tab.
3. Double-click on Audit Trail or highlight it and click **Modify**.
4. Select the Automatically Add Audit Trail option.



5. Click **Save**.
6. Click **Close**.

The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

Vendor Configuration Policies

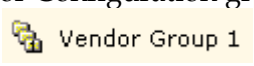
When an order is created, the order must identify a vendor. Every vendor, publisher, or donor from whom the library acquires material should be represented by a vendor record. The vendor cycle records contain information about vendor activity for a specific time period.

Vendor policies denote vendor characteristics for budget management and statistical analysis.

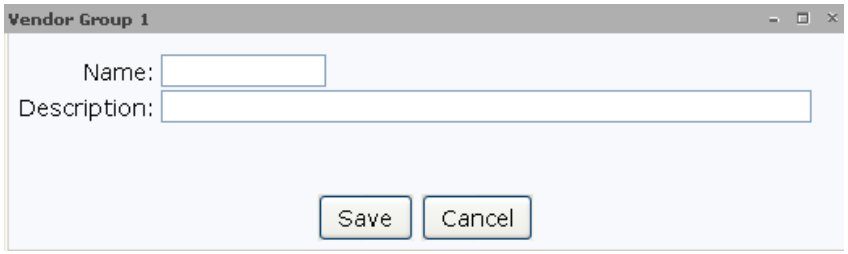
Vendor Group Policy

Vendor group policies are used for categorizing vendors for statistical and reporting purposes. You have three vendor groups available for this purpose.

To create a vendor group:

1. Within the Vendor Configuration group of wizards, click the *Vendor Group 1* wizard. 

2. Click **Create**.



3. In the Name box, type the policy name.

4. In the Description box, type the policy description.

5. Click **Save**.

6. Click **Close**.

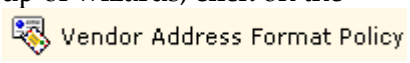
The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

Vendor Address Format Policy

Address Format policies control the display, editing, data validation, and indexing of all address fields in every type of record used in SirsiDynix Symphony. The Vendor Address Format policy is used for defining the Vendor Address entries.

The *Add Vendor*, *Duplicate Vendor*, and *Modify Vendor* wizards display address fields for you to add vendor address information. Three addresses are allowed.

To change the fields that display for vendor addresses:

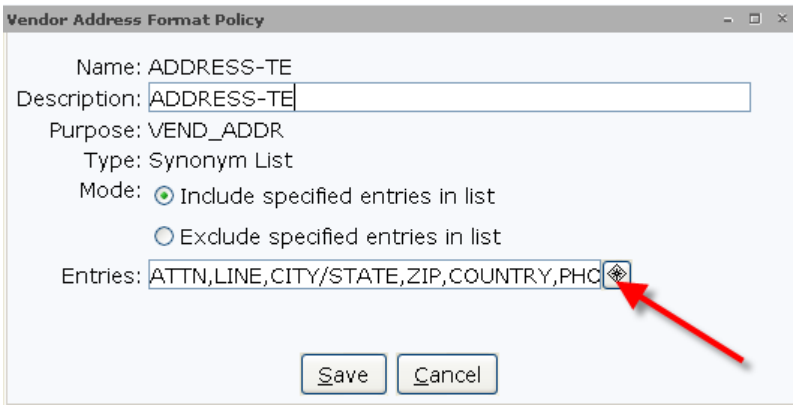
1. Within the Vendor Configuration group of wizards, click on the *Vendor Address Format Policy* wizard. 

2. Click the **Entries** tab.

3. Click the *Entry ID* helper.

4. Double-click on ADDRESS-TE or highlight it and click **Modify**.

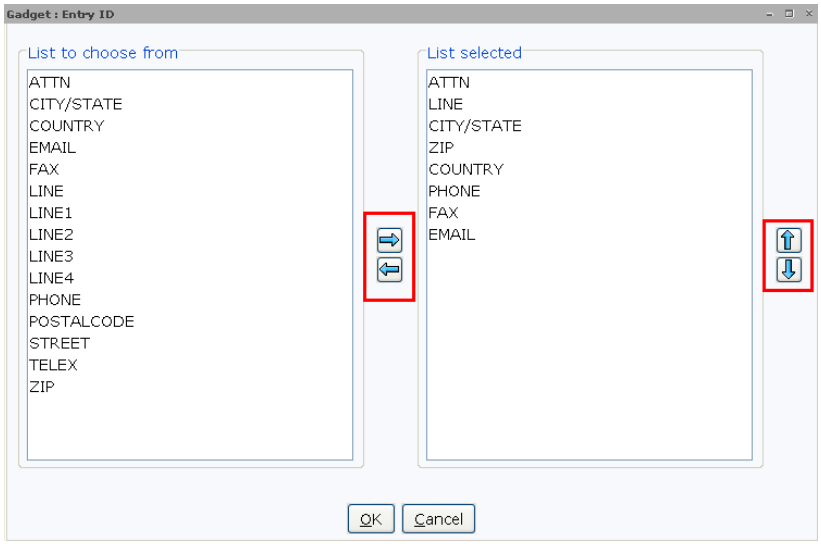
5. Click the *Entries* gadget.



6. To add more lines to the list selected, highlight an entry and click the right-facing arrow.

7. To remove lines from the List Selected, highlight an entry and click the left-facing arrow.

8. To change the position of an entry, highlight it and click the up or down arrow at the right.



9. Click **OK**.

10. Click **Save**.

11. Click **Close**.

The policy changes will take effect after you halt and run the SirsiDynix Symphony servers.

Appendix C: Adding Temporary Titles and Records

In this section you will learn to:

- Use the *Add Temporary Title* helper to add title records when creating orders.
- Use the *SmartPort* helper to add title records when creating orders.
- Use the Bibload report to add title records for creating orders.

Overview

When ordering a title that is new to your SirsiDynix Symphony database, there are several methods for adding a new bibliographic record – the Load Bibliographic Records report, SmartPort, or keyboard entry using the *Add Temporary Title* helper.

SirsiDynix recommends that you create each title record with one call number record and no copy. Once the material is in hand, use the *Add Ordered Items to Catalog* wizard to automatically create any additional call number and item records you need. The *Add Ordered Items to Catalog* wizard makes use of the information from the order line Parts in Set field and holding distributions to determine values for the call number and item records.

SirsiDynix has particular recommendations for some of the values in the call number record for a title created at the point of order.

- Avoid having a "leftover" call number record that must be cleaned up after using the Add Ordered Items to Catalog. Refer to the "Avoid a 'Leftover' Call Number Record" topic below on how to do this.
- SirsiDynix recommends auto-generated call numbers for on order material. Auto-generated call numbers are guaranteed to be unique, and you may create a class scheme policy that will cause a display constant to appear in your OPAC instead of the system-generated number. The *Add Ordered Items to Catalog* wizard provides you with an opportunity to assign a permanent call

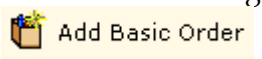
number efficiently. By changing the call number in this wizard before call number and copy records are created, the change is reflected in all call number records created when Add/Update Items is selected.

Avoid a "Leftover" Call Number Record

- When placing an order for a title that is new to your SirsiDynix Symphony system, you must create title and call number records. When creating your initial call number record, be mindful of the library that will own the material on order. Most order records have one or more holding distributions that specify holding codes. When you create the call number record for your on-order title, select a library that matches the library of one of the holding codes on the order. Once you have the ordered material in hand, use the *Add Ordered Items to Catalog* wizard to add an item or items to this call number, and create additional call number and item records as needed.
- When ordering an added copy for a library that already has a call number record established, select that existing call number from the **Call Number/Item** tab of the viewer pane on the Item Search window. This ensures that the *Add Ordered Items to Catalog* wizard adds the new copy to the existing call number record.

Add Temporary Title

To add a temporary title for a FIRM basic order:

1. Within the Orders group of wizards, click the *Add Basic Order* wizard.


2. Click the *Add Temporary Title* helper.
3. Enter the Title, which is required, and any other publisher information such as the ISBN or a Standard Identifier Number.
4. Click the **Control** tab.
5. The Title Control Number field is an editable field and the ISBN can be entered here and used as a match point when using the Load Bibliographic Records report or SmartPort to import a replacement record.
6. Click **Save** to save the temporary title to the catalog.

7. Click **Order This Title** to continue with the ordering process.

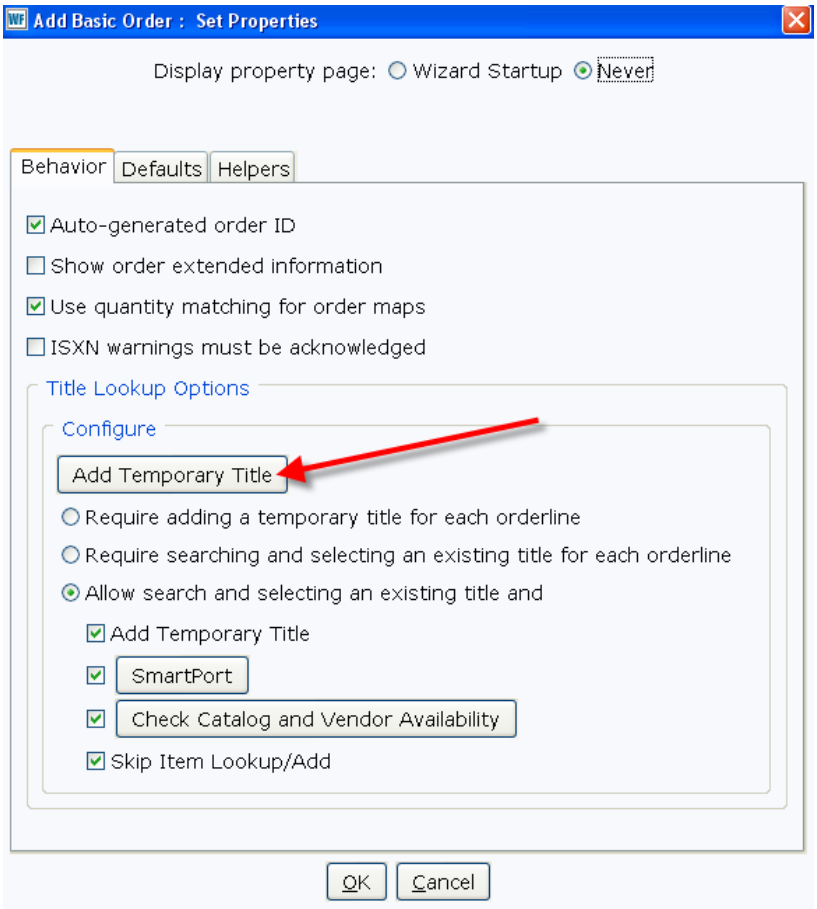
Unless you have selected the Shadow flag within the **Bibliographic** tab, this record is now searchable in the catalog.

Add Temporary Title Properties

The *Add Temporary Title* helper lets you add a temporary title record with enough information to add to a purchase order. Before you can use this helper there are property behaviors and defaults that you will need to set.

To configure the Add Temporary Title helper:

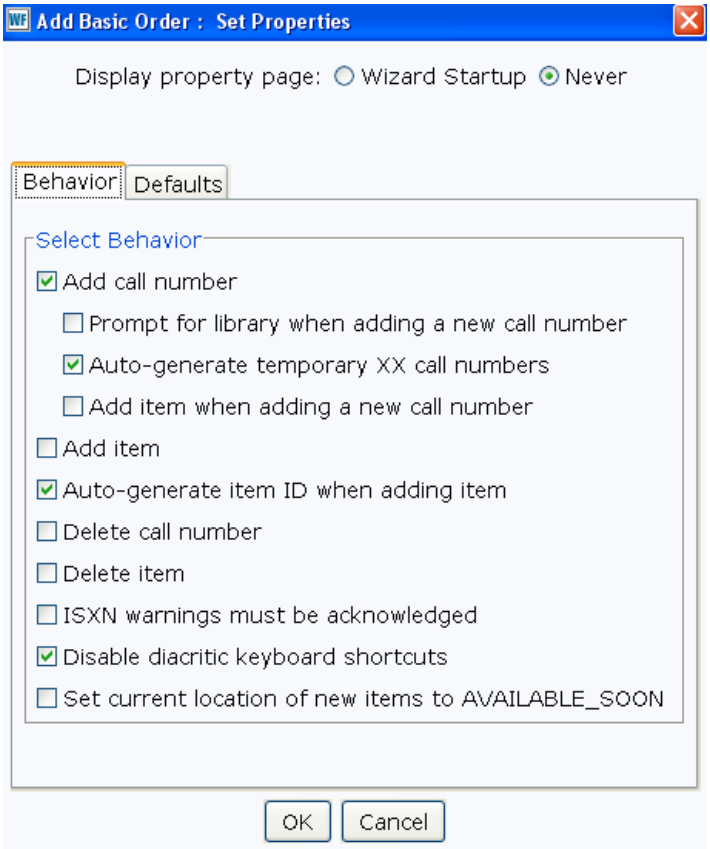
1. In the Acquisitions toolbar, open the Orders group of wizards and right-click on the *Add Basic Order* wizard.



2. Click the Add Temporary Title button.

3. Click on the **Behavior** tab.

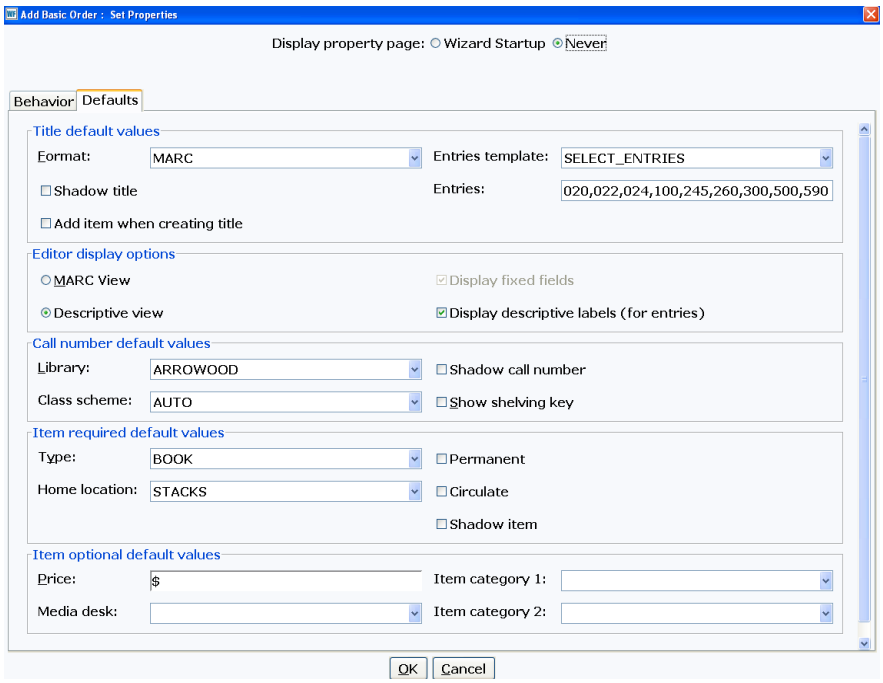
The **Behavior** tab can only be accessed by supervisor or administrative level logins.



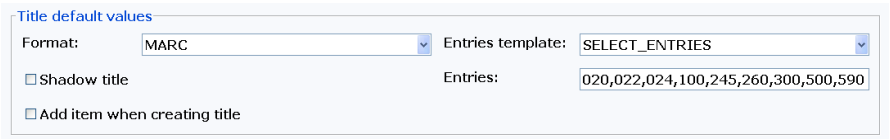
4. Select the behaviors that you want to be able to perform while adding a temporary title record. Recommended selections would be:

   - Add Call Number to allow the addition of new call numbers to the new title you are creating.
   - Auto-generate Temporary XX Call Numbers. This will populate the Call Number field with a unique call number.
   - Delete Call Number to allow staff to delete call numbers in the wizard, if necessary.
   - ISXN Warnings Must Be Acknowledged to warn staff that they have entered an incorrect ISBN or ISSN. By default this check box is cleared.

5. Click the **Defaults** tab.

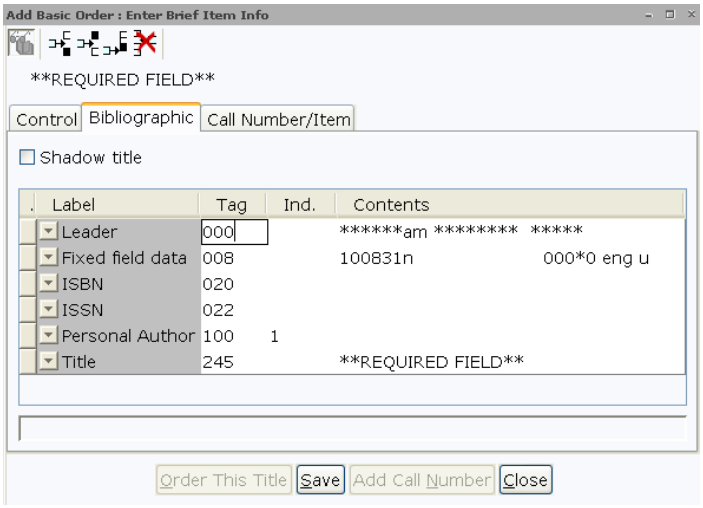


6. The Title Default Values let you establish the record format and what tags and subfields you want to be automatically displayed when using the Add Temporary Title option. Make any necessary selections such as selecting SELECT_ENTRIES in the Entries Template drop-down and entering the Entries you want to display when adding a temporary title.

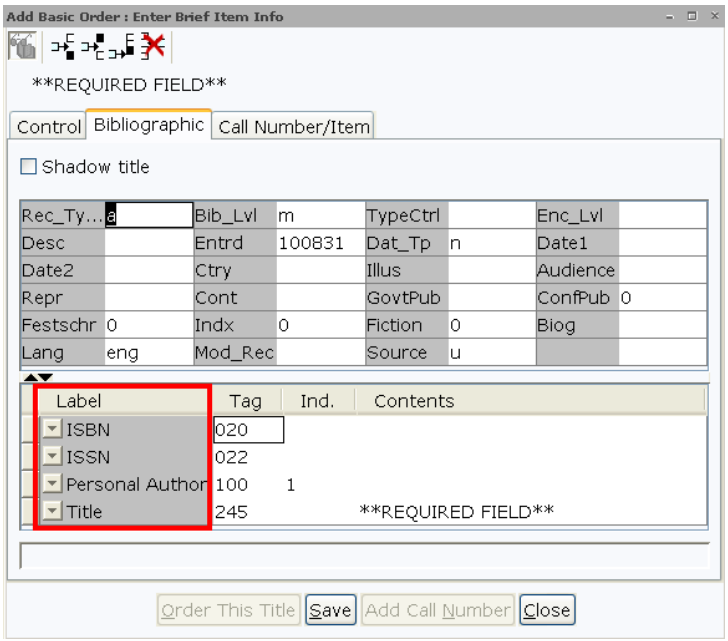


7. Editor Display Options allow you to control how the temporary title record will display.

- Select MARC View to set the basic view that only displays the marc tags and subfields.



- Select the Descriptive View to display the fixed fields and variable fields in separate areas of the screen, making the fields easily distinguishable. When the Descriptive View is selected, the Display Fixed Fields option is automatically selected.
- Select the Display Descriptive Labels options to add a brief description of the tag entries to the left of the tag.

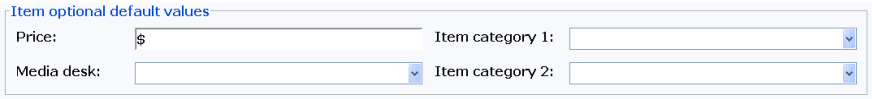


8. Call Number Default Values let you set defaults for the call number added to the title record.

   - Select a default Call Number Library.
   - Select AUTO as the Class Scheme. This works in conjunction with the auto-generated call numbers being generated by the system.
   - If you want to display the field that controls the sorted display of call numbers, select the Show Shelving Key check box.

9. The Item Required Default Values are required even if you are not creating items with the Add Temporary Title option. Either select a different Item Type or Home Location, or keep the delivered default values.

10. Item Optional Default Values are not required.



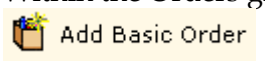
11. Click **OK**.

12. To close the properties, click **OK** again.

Add Records Using SmartPort

Using SmartPort is an optional feature that allows dynamic capture and loading of MARC bibliographic and authority records from a Z39.50 server directly into the library's catalog. This is done on a record-by-record basis.

To SmartPort a title for a FIRM basic order:

1. Within the Orders group of wizards, click the *Add Basic Order* wizard.


2. Click the *SmartPort* helper.

3. Select the server(s) and click **Connect**.

4. Type the search terms in the Search For box and select the appropriate Index.

5. Click **Search**.

6. Use the helpers to move forward through the list. To view a record, select the title and click **Display**.

7. When you find a record to add, click **Capture** in either the search or viewing window.

8. If configured in the properties, defaults display in the Match and Load fields. Make modifications, if necessary.

9. Click **OK**.

10. At this point, the bibliographic record has not yet been added to the catalog. Edit the record as needed.

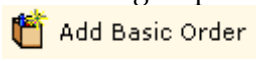
11. Click **Save**.

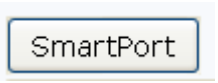
12. Click **Order This Title** to continue with the ordering process.

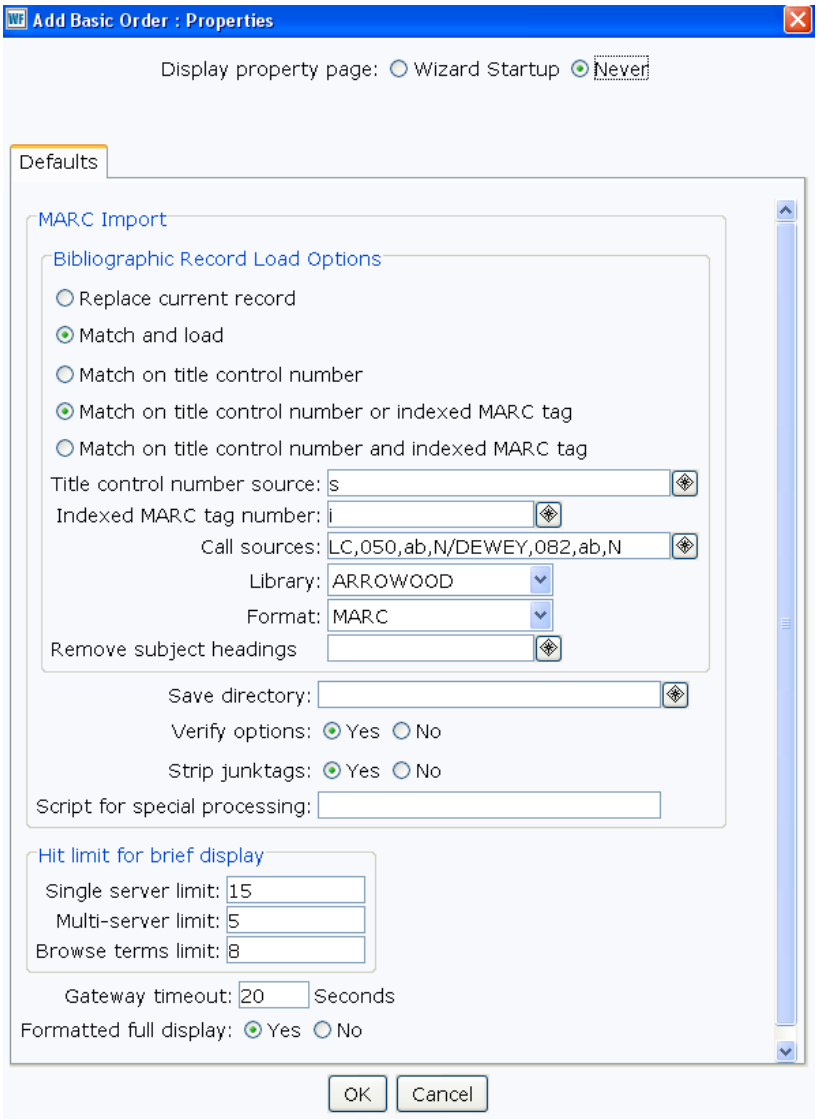
SmartPort Properties

Acquisitions staff can use the SmartPort option to search or browse multiple Z39.50 bibliographic resources and capture records from these resources. These Z39.50 connections can be created and established by system administrators.

To establish SmartPort properties:

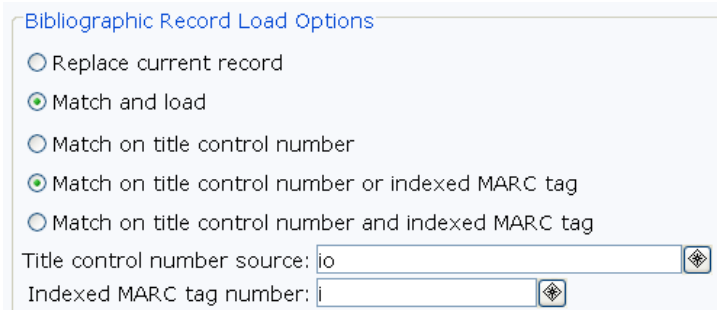
1. Within the Orders group of wizards, right-click on the *Add Basic Order* wizard. 

2. Click the SmartPort button. 

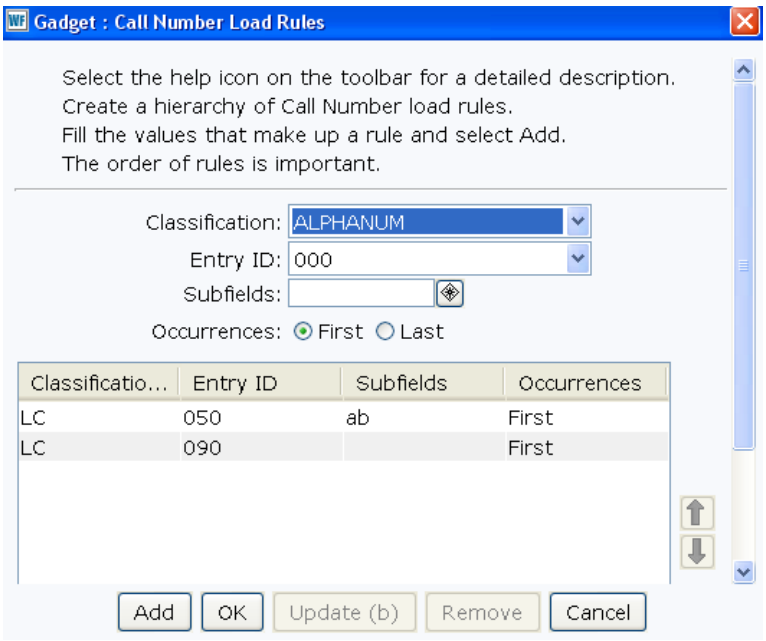


3. The Bibliographic Record Load Options determine how the title record(s) will be entered into your catalog.

   - Select Replace Current Record to replace the last record you searched in your catalog with the record you are capturing. This option is not recommended when using SmartPort with the acquisitions order process.
   - Select Match and Load to determine what title control number and/or index you want the system to match on when loading titles into your catalog.



4. Click the *Call Sources* gadget to enter the Call Number Load Rules. The Call Number Load Rules determine what tags and subfields the system will look at to identify the call number for the incoming title record.



- With the Classification drop-down, select the classification scheme to be used with the records.
- Select the Entry ID (MARC tag) that will be used to create the call number record in SirsiDynix Symphony.
- Using the *Subfields* gadget, select the subfields to be used when creating the call number record.
- Select First if you want the system to use the first occurrence of repeat call number entry tags in the incoming record, or, select Last if you want the system to use the last occurrence of the repeat call number entry tags in the incoming record.
- Click **Add**.
- Repeat these steps to add additional Call Number Load Rules.
- Click **OK,** when finished.

If the record does not contain any of the entries provided in the Call Sources, an automatic call number of the format XX(12345.1) will be created and the class scheme will be AUTO.

5. Select the default Call Number Library for the titles you are capturing.
6. Select the default Record Format for the titles you are capturing.
7. Use the *Remove Subject Headings* gadget to specify the subject headings that should be removed before it is loaded into the catalog.
8. Make any other necessary selections such as stripping junktags, changing the hit limit to view, or specifying whether the display of a full record will be formatted by default.
9. Click **OK**.
10. Click **OK** to exit the properties.

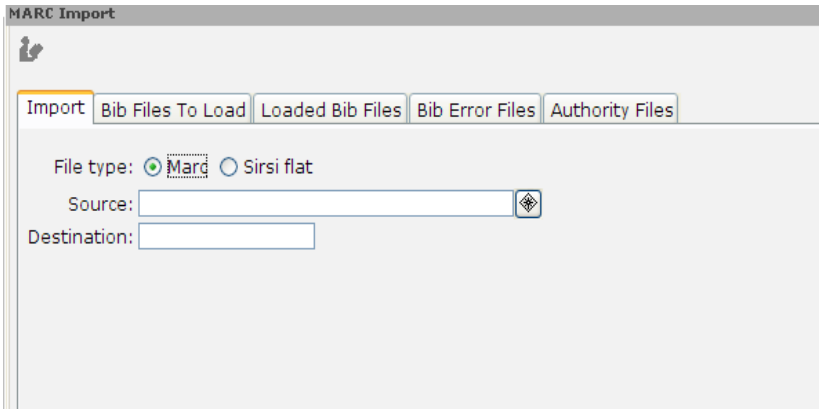
You will also want to set the properties for the SmartPort option in the *Add Dated Order* and *Add Recurring Order* wizards.

Load Records Using Reports

Records can also be batch loaded into your SirsiDynix Symphony catalog using a two-step process. The first step is to use MARC Import which copies a file of records to the Symphony server. The second step is to run the Load Bibliographic Records report that add those titles to the catalog.

To import bibliographic data:

1. Navigate to the **Utility** toolbar.
2. Click the *MARC Import* wizard.

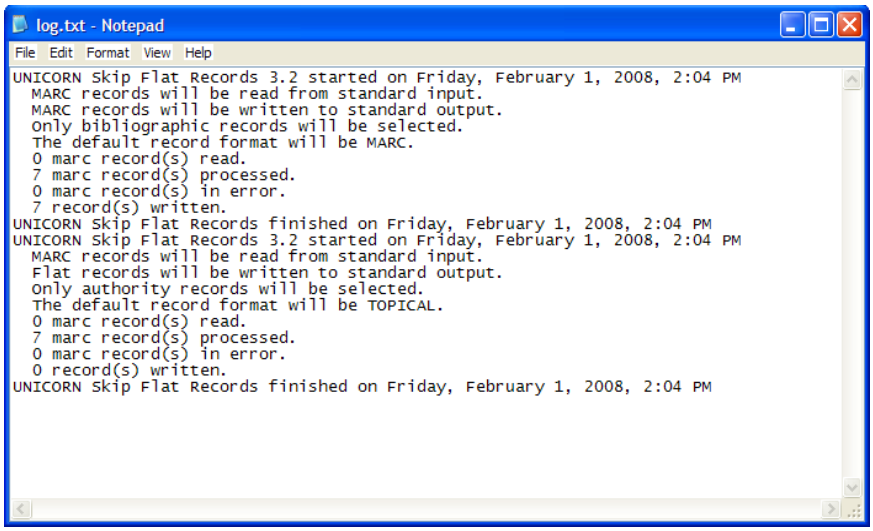


3. Click MARC or Sirsi Flat (flat ASCII file), whichever selection is the file type you need to use for importing records.
4. Click the *Source* gadget to locate the file path for the records saved on your hard drive, network, or disk.
5. In the Destination box, type a new name for the copy of the file to be saved on the Symphony server. Be sure to take note of the file name; you will need it later when it comes time for loading the records. You can use the same file name each time you upload a set of records.

You may want to establish a naming convention based on the file creator and/or date created or use an existing convention. A file copied to the server does not need to be loaded immediately into the catalog. Files can also be given a descriptive name to distinguish them from other files.

6. Click **Import** to import files to the server.

7. If no more files are to be imported, click No in the Confirmation dialog box. If you want to import another file, click Yes to return to the **Import** tab, and repeat the steps for each file to be imported.



8. Click the **"X"** in the upper-right corner to close this window. The MARC Import window remains open.

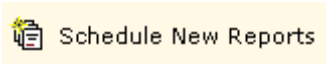
9. Click **Cancel** to close the wizard.

After the file(s) load, the file name displays on the **Bib Files to Load** tab.

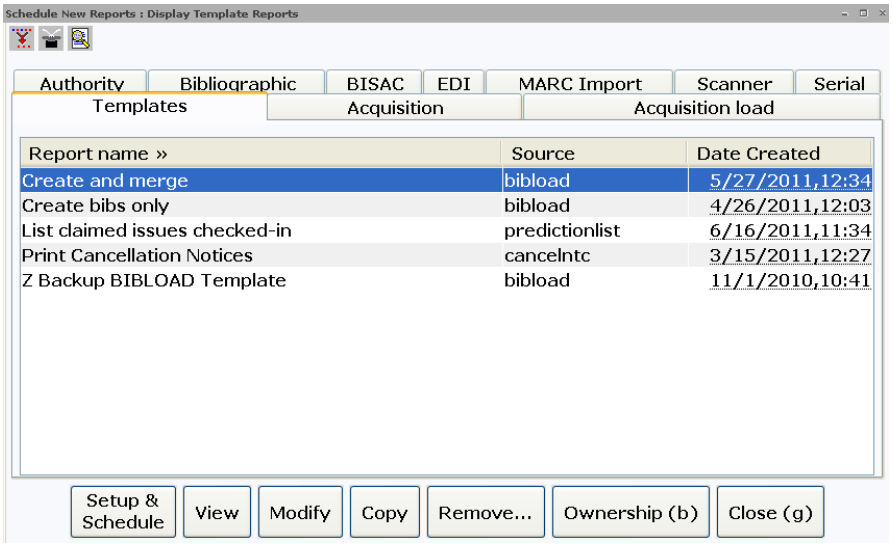
You have now completed the first part of the batch load process. You are ready to move on to loading the records into the catalog via the Reports module.

To run the Load Bibliographic Records report:

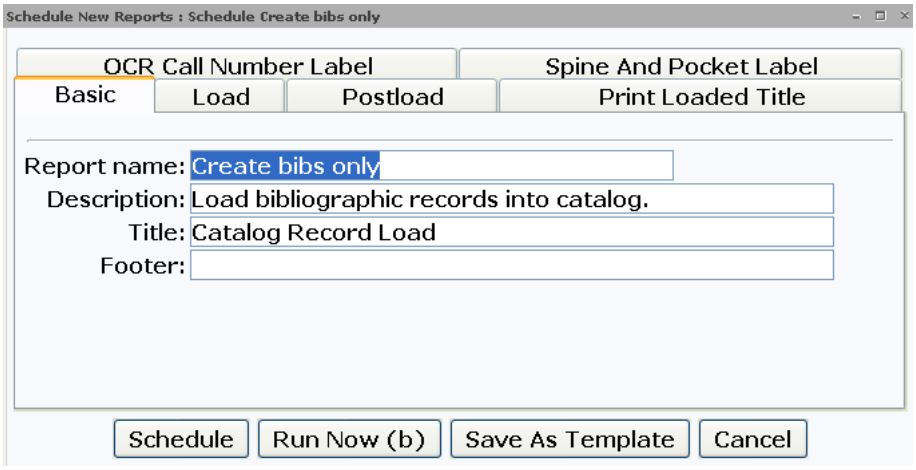
1. Navigate to the **Reports** toolbar.

2. Click the *Schedule New Reports* wizard. 

3. Click the **Templates** tab.



4. Double-click the appropriate Bibload template or highlight it and click **Setup & Schedule**.



At this point, if your System Administrator has already created a standard template for you to use, select the **Templates** tab instead. You should have a clear understanding of which template to select for any given situation. The template you use will determine such things as the match points for overlays and whether or not to create item records. For a complete discussion please refer to the FAQ called "Loading Bibliographic Records" in the WorkFlows online Help.

5. Click the **Load** tab.

If using a previously created template, keep in mind that there are a few required fields that may need to be changed with every load. For example, the name of the *File to load*, the *Title control number source for incoming records*, the *Update date cataloged* and the *Default record format*.

6. Select the file to load from the drop-down.

7. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

For more information about the Load Bibliographic Records (Bibload) report, refer to the SirsiDynix Symphony Cataloging training guide.

Appendix D: Vendor Information Port

Overview

The *Vendor Information Port (VIP)* helper searches the library catalog and a vendor catalog simultaneously by ISBN for title records, adds brief title records, and allows you to initiate the creation of order lines for titles. This helper is available in the order wizards if the library has purchased access to the helper.

The *VIP* helper displays search results from the library's catalog and the vendor's catalog in the same window so you can easily determine if the title is already in the library catalog, and/or if the title is currently available from the selected vendor. If the library catalog already contains matching title records, you can select a particular title and view the bibliographic information, call number and item information, and open orders information (if the title is already on order). If the vendor catalog contains a matching title record, you can view the availability, pricing, and discount information.

If the library catalog does not contain a matching title record but the vendor catalog does, the *VIP* helper has an option to add a temporary title record. You can select which catalog format to use for the brief title record (such as MARC or UNIMARC). Information from the vendor catalog record (such as ISBN, title, author, and publication information) automatically populates the bibliographic fields of the brief title record. You can edit the imported information as needed. After saving the brief title record, you can create an order line for the title.

If you want to search for the same title in another vendor's catalog, you can simply select another vendor from the VIP Vendors list field and start the search again. The ISBN does not need to be re-entered for the new search. This ability to quickly switch vendors allows you to compare material availability and pricing among vendors.

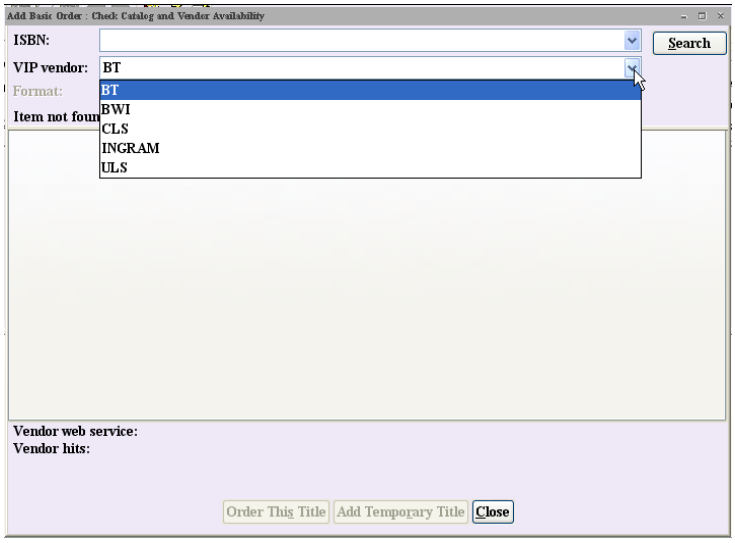
Using VIP

To search for title records, add temporary title records, and/or create an order line for a title:

1. When creating an order/order line, click the *VIP* helper.

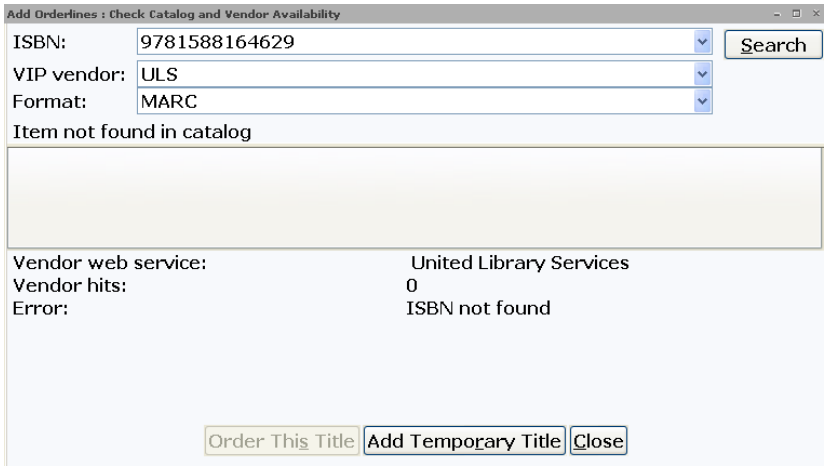
2. In the ISBN field, type or paste the ISBN of the title for which you want to search.

3. In the VIP Vendor list, select the vendor whose catalog you want to search.



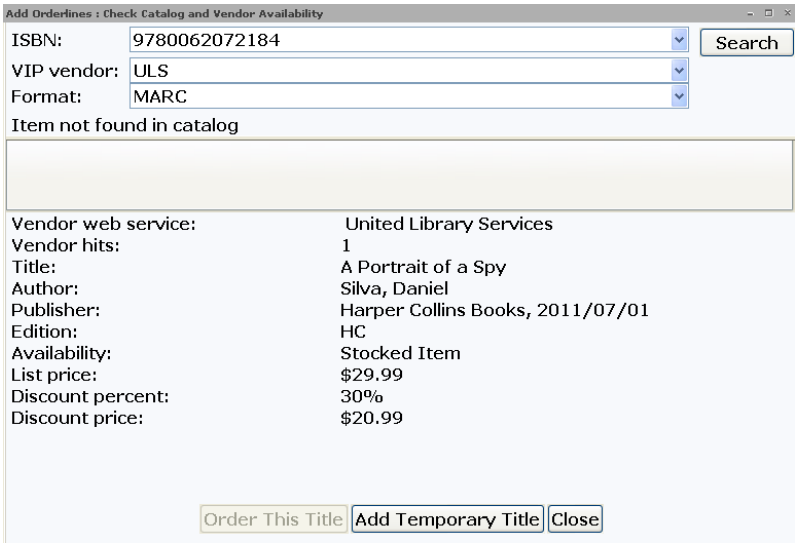
4. Click **Search**.

   If no matching title records are found in your library's catalog, the Item not found in catalog message displays below the Format field.



If any matching title records are found in your library's catalog, the record or records display below the Format field. If multiple title records were found, select a title in the results list to view bibliographic information, call number and item information, and open orders information (if the title is already on order.)

If a matching title record is found in the vendor's catalog, the title, author, publisher, and pricing information display below the area that displays the title record in your library's catalog (if a title record exists in your library).


Add Orderlines : Check Catalog and Vendor Availability
ISBN:
9780062072184
Search
VIP vendor:
ULS
Format:
MARC
Item not found in catalog
Vendor web service:
United Library Services
Vendor hits:
1
Title:
A Portrait of a Spy
Author:
Silva, Daniel
Publisher:
Harper Collins Books, 2011/07/01
Edition:
HC
Availability:
Stocked Item
List price:
$29.99
Discount percent:
30%
Discount price:
$20.99
Order This Title
Add Temporary Title
Close

5. Do one of the following:

   - If you want to search for the title again in a different vendor's catalog, select the vendor from the VIP Vendor list, and click Search.
   - If your library catalog does not contain the title, but the vendor catalog does, create a brief title record by selecting the desired catalog format for the record from the Format list, and clicking **Add Temporary Title**. Edit the title information, and click **Save** to create the title record.
   - If your library catalog and the vendor catalog both contain the title, click **Order This Title** to create an order line for the title.

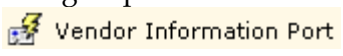
6. Continue to create the order line as you normally do in the order wizard.

Vendor Information Port Policy

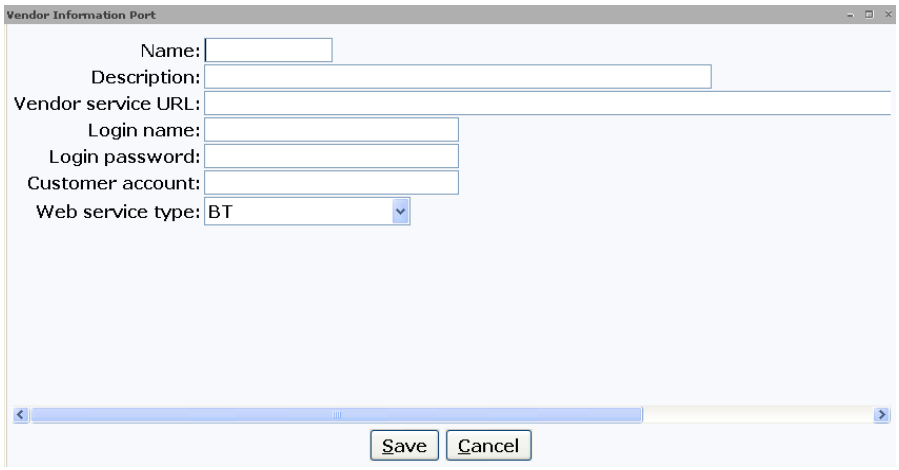
The *Vendor Information Port* (VIP) wizard defines policies that are used to make a connection to a vendor's Web service. VIP is a tool that allows you to simultaneously search your library's catalog and a vendor's inventory for a title using an ISBN search. VIP can show if the title is already in the library collection, and/or is available from the vendor. If the library does not have the title, VIP can be used to populate a brief bibliographic record with information from the vendor, such as title, author, and price, and then create an order for the title. You can create a Vendor Port Information policy for each supported vendor from which you order materials.

Vendor Information Port policies are delivered for BWI, ULS, and Ingram.

To create a new Vendor Information Port:

1. Navigate to the Configuration toolbar.
2. Open the Acquisition Configuration group of wizards and click the *Vendor Information Port* wizard. 

3. Click **Create**.



4. In the Name box, type the policy name.

5. In the Description box, type the policy description.

6. In the Vendor Service URL field, enter the vendor's URL.

7. In the Login Name field, enter the login name that is to be used when connecting to a vendor's Web service. This name can be mixed case or single case.

8. In the Login Password field, enter the password that is to be used when connecting to a vendor's Web service. Passwords can be mixed case or single case.

9. In the Customer Account field, enter the customer account that is to be used when connecting to a vendor's Web service. This is optional and may be left blank if a customer account will not be used.

10. Using the Web Service Type drop-down, select the appropriate service type from the list. The Web services that SirsiDynix currently supports are as follows: Baker & Taylor, BWI, Ingram, Midwest Tape, and ULS.

11. Click **Save**.

12. Click **Close**.

13. The Web service will be available in the *VIP* helper once the system has performed a halt and run.

Appendix E: MARC Order Loader/9XX

In this section you will learn to:

- Understand the general workflow for adding bibliographic records with order information.
- Plan for the MARC order loader process.
- Import a file of bibliographic records with 9XX order information onto the SirsiDynix Symphony server.
- Set up and schedule the Load Bibs with Order Info report.
- View, modify, and remove bibliographic and order files from the SirsiDynix Symphony server.
- Set up and schedule the Load Flat Order Records report.
- View and remove order files loaded onto the SirsiDynix Symphony server.

Overview

9XX ordering is when library staff selects materials for ordering on a book vendor's website. The book vendor will produce a file of MARC bibliographic records where each record contains information about an order for the title described in the bib record. The order information is in one or more local use (9XX) tags in the bibliographic record.

The 9xx ordering process involves three-step process in Symphony:

- Use the *MARC Order Import* wizard, located on the Utility toolbar, to copy the file of bibliographic records from a client workstation to the appropriate directory on the server where Symphony resides. This wizard is also used to manage the files used in the process of loading 9XX orders.
- Use the Load Bibs with Order Info report, located on the **Acquisition Load** tab in the Reports module, to load a file of bibliographic records with 9XX order information into the bibliographic database. This report also creates a flat file of order records based on the 9XX order information in the bibliographic records and places the file on the Symphony server.

- Use the Load Flat Order records report, located on the **Acquisition Load** tab in the Reports module, to load the file of order records into the order database. These order records are linked to their corresponding titles.

Once you load the bibliographic and order records to the Symphony database, library staff can receive, process, and invoice materials as they arrive using the Acquisitions wizards in WorkFlows.

Any vendor that can provide order information in SirsiDynix's required format can establish a 9XX book ordering relationship with a SirsiDynix library site. Libraries using SirsiDynix Symphony need to contact vendors that have an online book order web site to establish that orders may be placed and that you can enter properly formatted funds and holding codes for your purchases. Some vendors that have web site ordering capabilities are Blackwell, Brodart, Ingram, Book Wholesalers, Inc. (BWI), and Yankee Book Peddler (YPB). You must contact potential book vendors to establish the 9XX usage for each of the vendors and register with the vendors. Some vendors may charge a fee for the use of their web site for ordering.

Considerations and Planning

The most efficient ordering in 9XX is for basic monographic materials, such as firm and approval orders. You can order books, AV material, and other materials if the order is of the Basic Order type. You cannot use 9XX to create Dated or Recurring Orders.

The vendor must be able to produce a file of bibliographic records where each record contains information about an order for the title described in the bibliographic record. The record must be in MARC communications format.

In SirsiDynix Symphony's MARC order loader, the library staff can specify the MARC tag and subfield where each order data element is located in the MARC record. However, SirsiDynix reserves the 999 field for a special use in the MARC record loading process, so order information cannot be housed in the 999 field.

Fund ID, holding code, and quantity must appear in the same MARC tag. Fund IDs in order records specify which fund or funds to encumber when creating an order. Holding codes define the library, item type, and the location within the library where the material will be distributed after processing. The funded quantity can be specified. If not, SirsiDynix will assume a quantity of 1.

Each of these three data elements (fund ID, holding code, and quantity) must appear in separate and unique subfields. The order of the subfields is not important. You can choose what subfields to use in this process to represent each of the data elements; however, some vendors may specify that certain values be represented by subfields of their choice.

The combination of these elements is referred to as "segments information." The tag designated for segments information can be repeated to allow for ordering multiple copies from varying funds and/or for different holding codes.

Here are some examples of 9XX entries:

- This tag represents one copy funded from fund ARJREF and distributed to holding code ARJREFBK. In other words, this is a juvenile reference book that will be funded by a corresponding fund.

947 |aARJREF|cARJREFBK

- This tag represents two copies funded from fund ARJREF and distributed to holding code ARJREFBK.

947 |aARJREF|b2|cARJREFBK

- The first tag represents one copy funded from fund ARJREF and distributed to holding code ARREFBKJ; the second tag represents four copies funded from fund ARJNF and distributed to holding code ARJNFBK. In other words, one copy will go to the juvenile reference collection funded by the corresponding fund. The second copy will go to the juvenile non-fiction collection and funded by a juvenile non-fiction fund.

947 |fARJREF|q1|hARJREFBK

947 |fARJNF|q1|hARJNFBK

Notice in the first two examples that |a represents the fund ID, |b represents the quantity, and |c represents the holding code. In the second example, fund ID is represented by |f, quantity by |q, and the holding code by |h. You or the vendor will determine what subfields to use when establishing order information in the designated 9XX tag so be consistent when using them in this process.

Ask your book vendor these questions that relate to optional data elements that can be loaded in an order:

- Can you supply the unit list price in downloaded bibliographic records? Can you supply it in a local use field? If yes, will it be in

tag and subfield that is different from the tag subfield combination used for other order data elements?

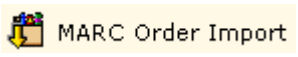
- Can you supply the extended price in downloaded bibliographic records? Can you supply it in a local use field? If yes, will it be in tag and subfield that is different from the tag subfield combination used for other order data elements?
- Can you supply purchase order numbers in downloaded bibliographic records? If yes, will it be in tag and subfield that is different from the tag subfield combination used for other order data elements?
- Can I enter notes when I place an order on your web site? Can you include the notes I enter in downloaded bibliographic records? If yes, will it be in tag and subfield that is different from the tag /subfield combination used for other order data elements? How many tag /subfield combinations do you support for notes?

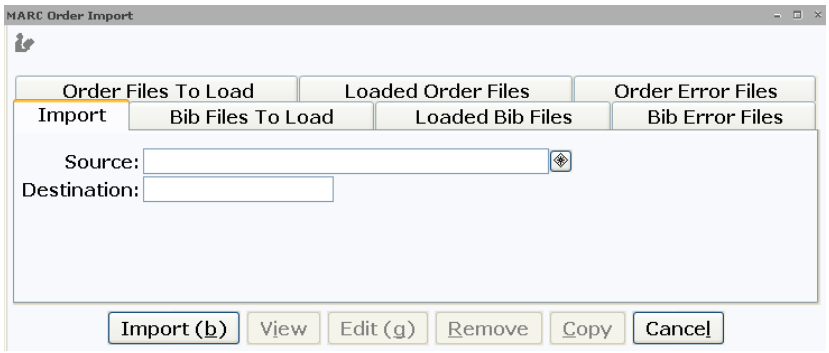
For further information about considerations to make when using the MARC Order Load process, refer to the WorkFlows online Help topic “FAQs: Ordering Materials Using the SirsiDynix Symphony MARC Order Loader”.

Importing MARC Records with Order Information

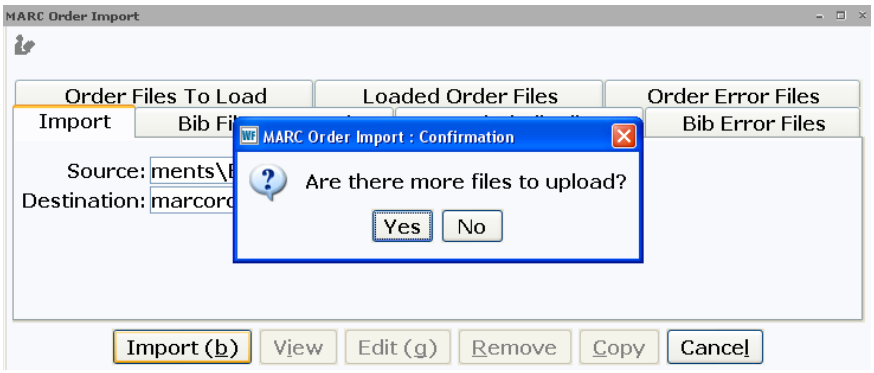
The *MARC Order Import* wizard, located on the Utility toolbar, imports and manages vendors' MARC records and the order records created from them. This wizard imports files of bibliographic records from the workstation to the */Unicorn/Marcorderimp/Bibs* directory on the SirsiDynix Symphony server. Once the bibliographic record files are imported to this server directory, the wizard can list, view, or remove the files.

To import bibliographic records with order information:

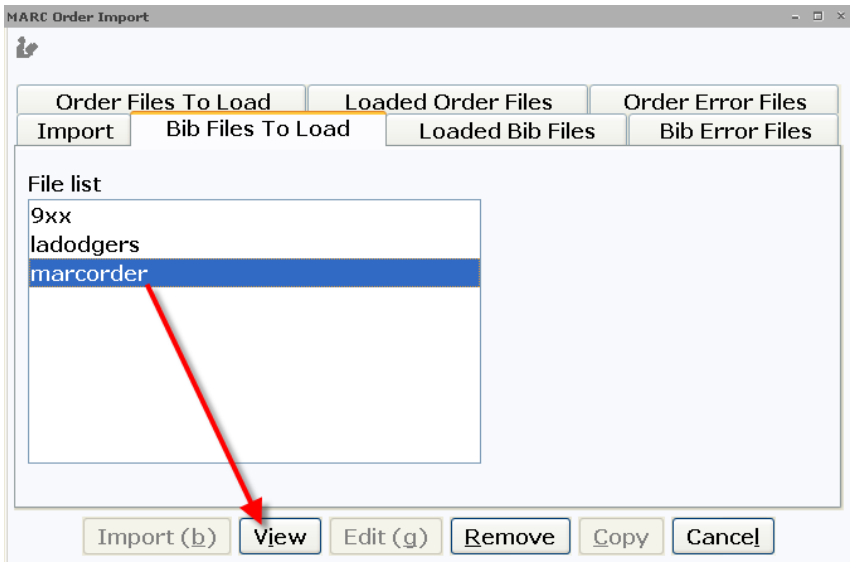
1. Navigate to the Utility toolbar.
2. Click the *MARC Order Import* wizard. 



3. In the Source box, type the source file name as it exists on the workstation or network server, or click the *Source* gadget to select the source file. Using the gadget will display the entire file path name in the Source box, including the drive.
4. In the Destination field, type the name you want to give the file when it is imported.
5. Click **Import**.
6. Click **No** if you have no more files to upload. Click **Yes** if you want to select another file of records and append to the original imported file.



7. If you would like to view the file that you just loaded, click the **Bib Files to Load** tab, highlight the file name, and click **View**.



8. Click **Cancel** to exit the wizard.

Load Bibs with Order Info Report

The Load Bibs with Order Info report in the Acquisition Load group of reports matches and loads bibliographic data into the catalog, creates a file of flat ASCII order records, and tests the order records to verify they can be loaded correctly into SirsiDynix Symphony. The order files created by the report are placed in the *Unicorn/Marcorderimp/Orders* directory on the server. Once the order record files are placed in this server directory, the *MARC Order Import* wizard, as discussed in the previous chapter, can be used to list, view, modify, or remove the files. Order loading errors can also be found and corrected in this wizard.

When a bibliographic record is loaded that is new to the database, the report adds the new title and a call number. A title control number is assigned to the new title using the same mechanism used by the Load Bibliographic Records report. When an incoming record finds a match, Symphony will create flat order records for duplicate titles found in the input file. For example, if you're importing duplicate titles of different formats, Sympohny will create order records for those duplicates.

When the 9XX ordering loader encounters a match between an incoming bibliographic record and a database record, existing call number records are examined to determine whether there is a qualifying existing call number. An existing call number is used if there is a match between the library of an existing call number and the library of the holding code specified in the first segments entry in the input bibliographic record. If a qualifying call number record does not exist, an auto-generated call number is created.

Bibliographic records can be searched as soon as they are successfully loaded. A flat file of order information is created, which will be loaded with a subsequent report. If there is an error in a record that would prevent the order from loading, the error record prints below the error message in the report log to easily identify the data causing the problem.

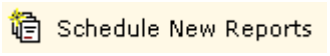
For further information about bibliographic records and the 9XX/MARC Order Load process, refer to the WorkFlows online Help topic "FAQs: Ordering Materials Using the SirsiDynix Symphony MARC Order Loader.

Loading Bibliographic Records with Order Information

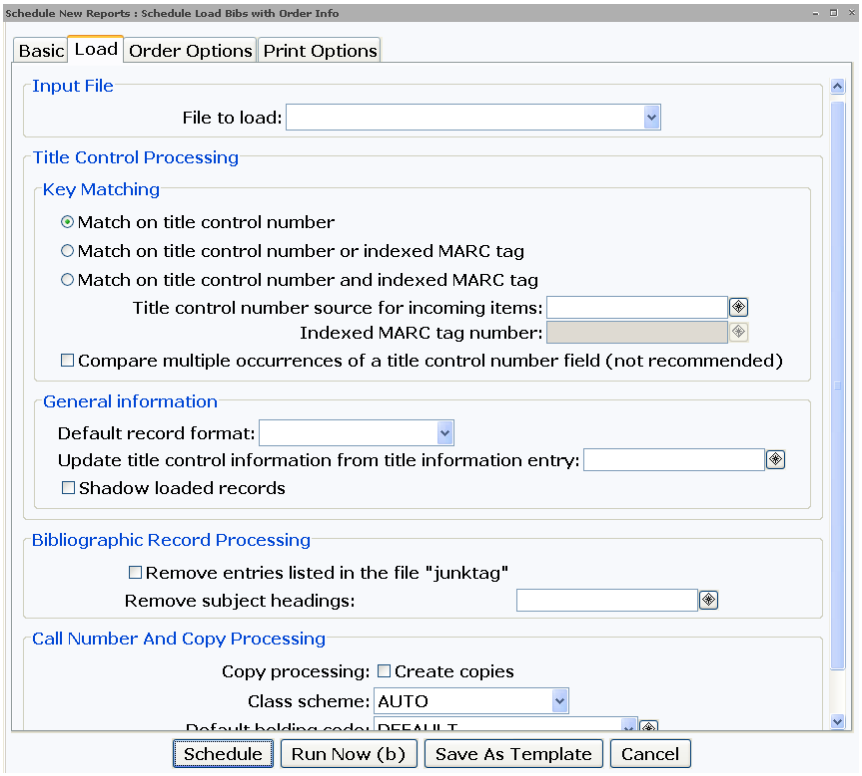
When the Load Bibs with Order Info report is run, these values are required:

- File to load
- Title Control Number Source for Incoming Items
- Default Record Format
- Class Scheme
- Maintenance Library
- Fiscal Cycle
- Orderline ISBN
- Currency
- Vendor ID
- Order Type
- Segments Information

To load bibliographic records with order information:

1. Navigate to the Reports toolbar.
2. Click the *Schedule New Reports* wizard. 

3. Click the **Acquisition Load** tab of reports.
4. Double-click the Load Bibs with Order Info report or highlight it and click **Setup & Schedule**.
5. Click the **Load** tab.

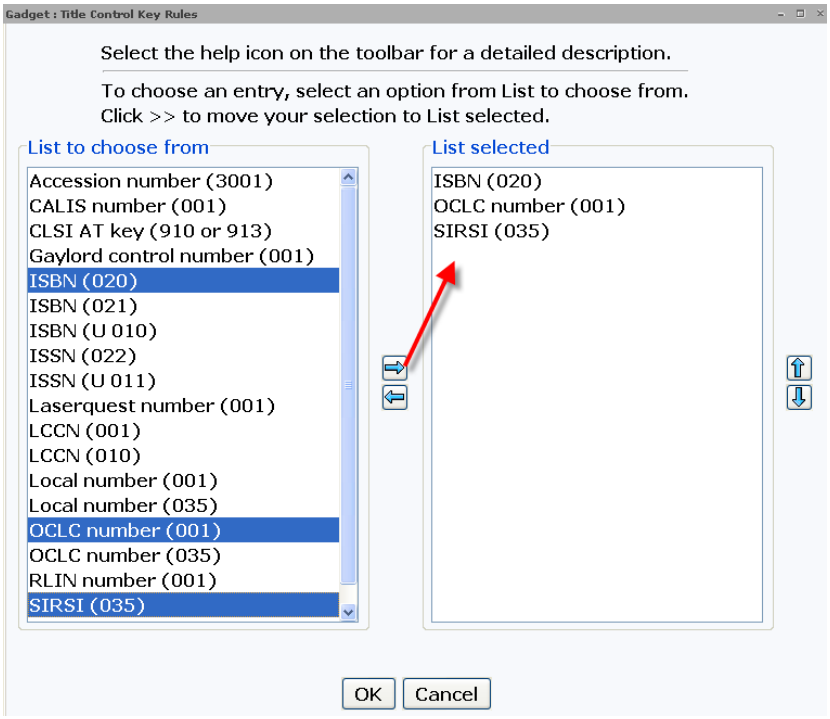


6. Click on the File to Load drop-down and select your file.

7. In Key Matching, click on Match on Title Control Number, Match on Title Control Number or indexed MARC Tag, or Match on Title Control Number and Indexed MARC Tag.

8. Click the *Title Control Number Source for Incoming Records* gadget.

9. Highlight the tags that you want to use for matching and loading bibliographic records and click the right arrow to move them over to the List Selected.



10. Click **OK**.

11. If you chose to match on the title control number and/or an indexed MARC tag, click the *Indexed MARC Tag Number* gadget.

12. Highlight the tags that you want to use for matching and loading bibliographic records and click the right arrow to move them over to the List Selected.

13. Click **OK**.

14. Using the Default Record Format drop-down, select MARC from the list.

15. Click the Shadow Loaded Records option if you do not want the titles to display in the OPAC after being loaded.

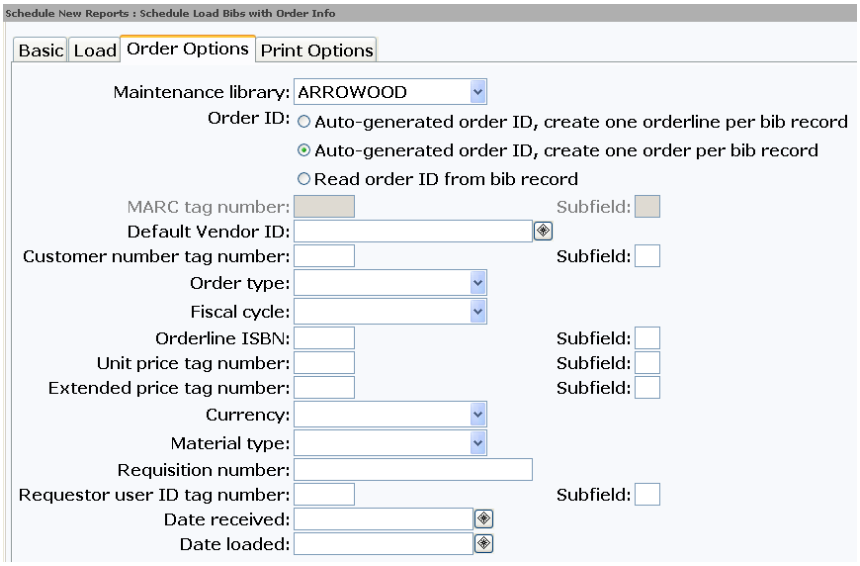
16. Click the Remove Entries Listed in the File "Junktag" if you want certain MARC tags to be removed from bibliographic records when imported.

The junktag file in the /Unicorn/Custom directory lists any unused entries that are to be stripped from imported records. If you are a SaaS site, contact Client Care to add additional junktags to the file, otherwise the system administrator can make changes to this file.

17. Click on the *Remove Subject Headings* gadget to specify the removal of certain subject headings from bibliographic records when imported. Highlight the tags and click the right arrow to move them over to the List selected.

18. Click **OK**.

19. Click the **Order Options** tab.



20. Verify that the Maintenance library is correct. This is the library that will "own" the order or orders.

21. Select how you would like the report to generate your Order IDs. If you select Read order ID from bib record, fill in the MARC tag number and subfield from which this information will be acquired. This will be a match point if updating an existing order.

22. Click on the *Default Vendor ID* gadget. Select a vendor from the list and click **OK**. This is a required field. The default vendor ID is assigned to all orders loaded by the report if no customer number is supplied in the Customer Number Tag Number field.

23. To specify the customer number of the vendor tied to the order, fill in the Customer Number Tag Number fields. If the customer number and tag are supplied in the Customer Number Tag Number and Subfield field, but the customer number is not specified in the bibliographic record, the vendor ID specified in the Default vendor ID field is used to create the order.

24. Click on the Order Type drop-down field and select the order type. This is a required field.

25. Click on the Fiscal Cycle drop-down and select the current fiscal cycle. This is a required field.

26. If needed, fill in the Unit Price Tag number and Extended Price Tag Number fields.

27. Fill in the Orderline ISBN fields. This is a required field.

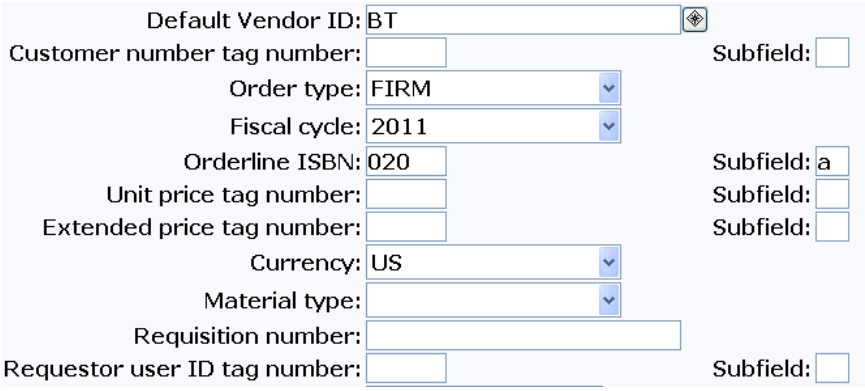
If you do not use this option, fill in the Orderline ISBN field with the 9XX tag number and enter in a subfield value that will bring in a blank field. For example, subfield z would likely produce no value for this information but satisfy the requirement and load the records.

28. Click on the Currency drop-down and select the currency being used. This field is needed so that the report will not contain errors regarding the currency.

29. Click on the Material Type drop-down and select a material type if necessary. This is useful for statistical as well as tax purposes.

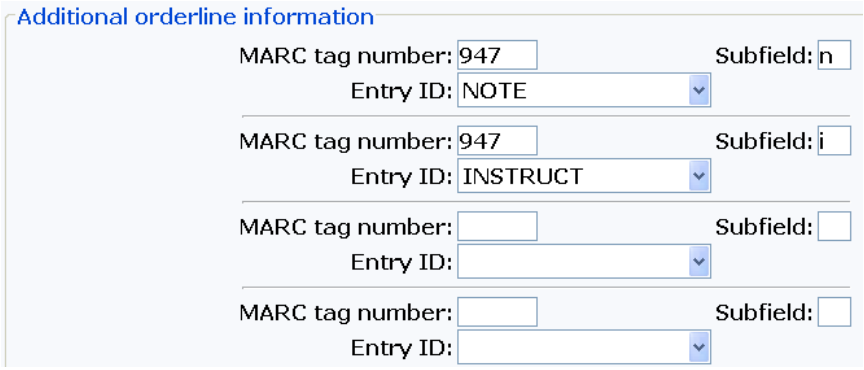
30. If necessary, fill in a Requisition Number.

31. If needed, fill in the Requestor User ID Tag number fields.

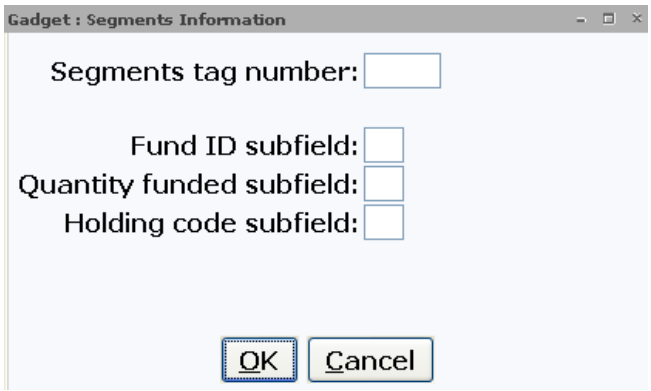


32. For electronic book bibliographic records, you may want to fill in a date in the Date Received and Date Loaded fields. As you will never receive physical copies, this will update the segment information of the order lines accordingly for such materials.

33. If the vendor has allowed you to include order line notes, comments, instructions, etc. in the bibliographic records, fill in the MARC Tag Number and Subfield fields. Use the drop-downs to indicate where in the order line the notes should be placed.

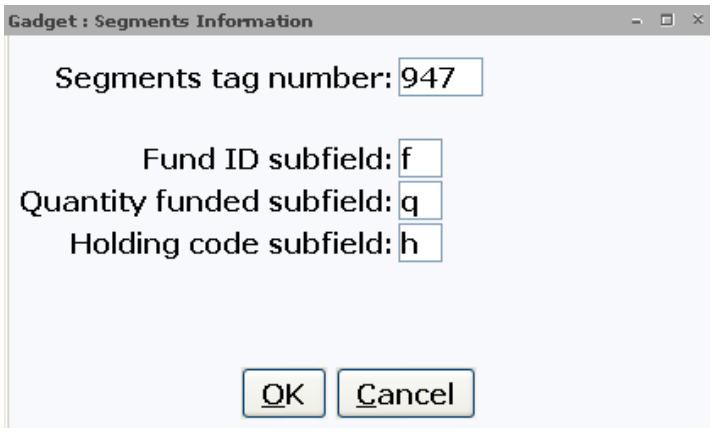


34. Click on the *Segments Information* gadget.

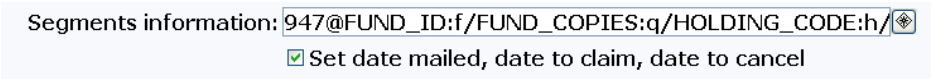


35. Type in the Segments Tag Number which is the MARC tag in the bibliographic record that contains the order information.

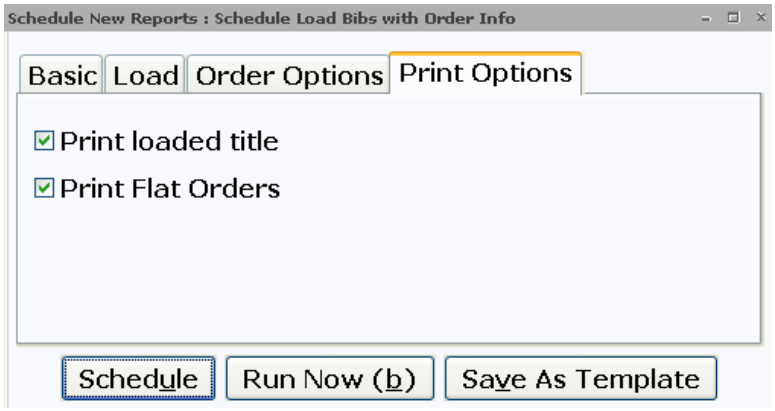
36. Type in what subfields are used in the 9XX tag for fund ID, quantity funded, and holding code and click **OK**.



37. Uncheck the box next to Set Date Mailed, Date to Claim, and Date to Cancel if you are sending these orders to the vendor with EDI/X12 book ordering process.



38. Click on the **Print Options** tab and verify the print options.



39. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

After this report has run, the finished report log will contain file name of the flat order records file that was created. Make note of this file name. It will be used in the next report.

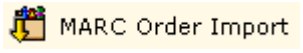
```
*****************************************
Flat order records have been written to
d:/Sirsi/Unicorn/Marcordimp/Orders/2011
032200011o
```

Viewing, Modifying, or Removing Order Information

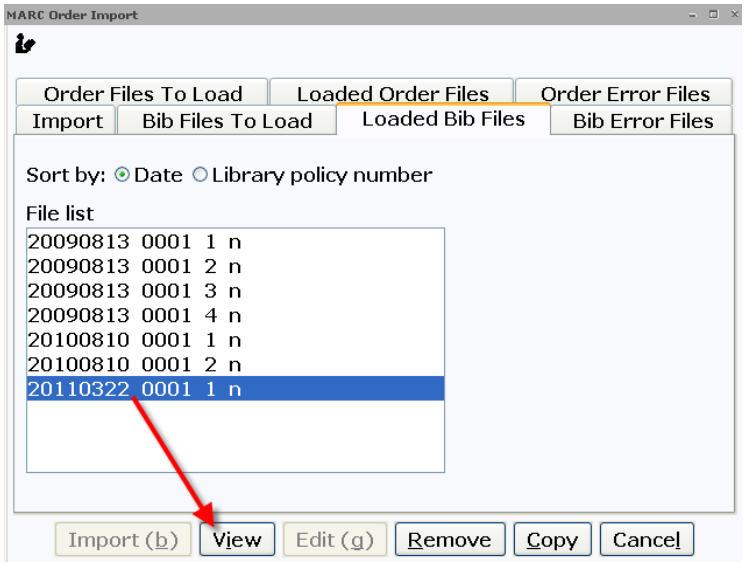
Once the Load Bibs with Order Info report has run, you can view, modify, or remove order information using *the MARC Order Import* wizard in the Utility toolbar.

You are also able to view bib error files if a bibliographic record was not loaded when the report was run.

To view or delete bibliographic records with order information on the server:

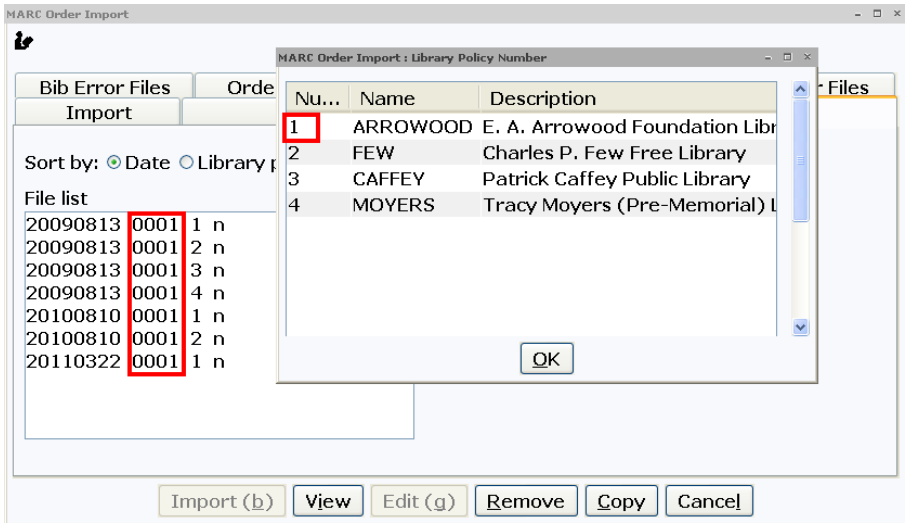
1. Navigate to the Utility toolbar.
2. Click the *MARC Order Import* wizard. 

3. Click the **Loaded Bib Files** tab.
4. Click on a file and click **View**.

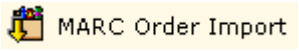


5. If you want to delete the file of loaded bib records, click **Remove**.

Notice that the convention of the file name is YYYYMMDD. To see which library imported the files, click on the Library policy helper to see the number associated with the library.

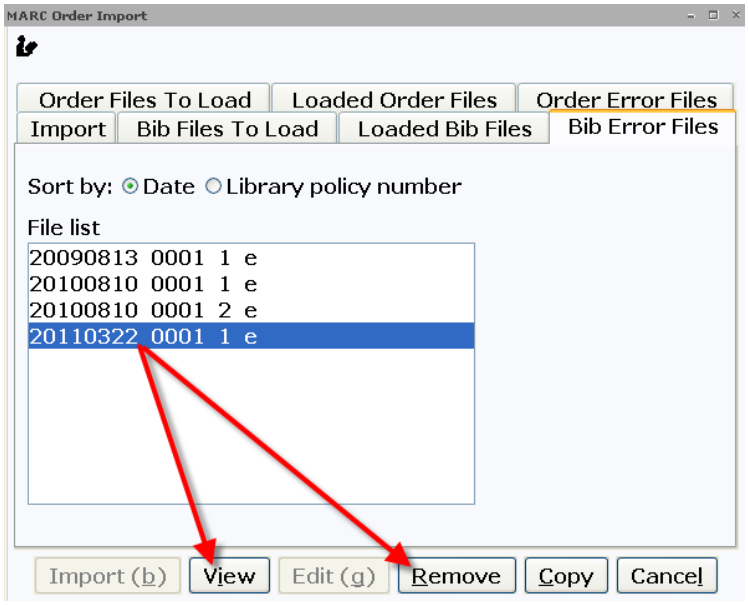


To view or delete bibliographic records that errored out in the load process:

1. Click the *MARC Order Import* wizard. 

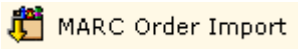
2. Click the **Bib Error Files** tab.

3. Click on a file and click **View**.



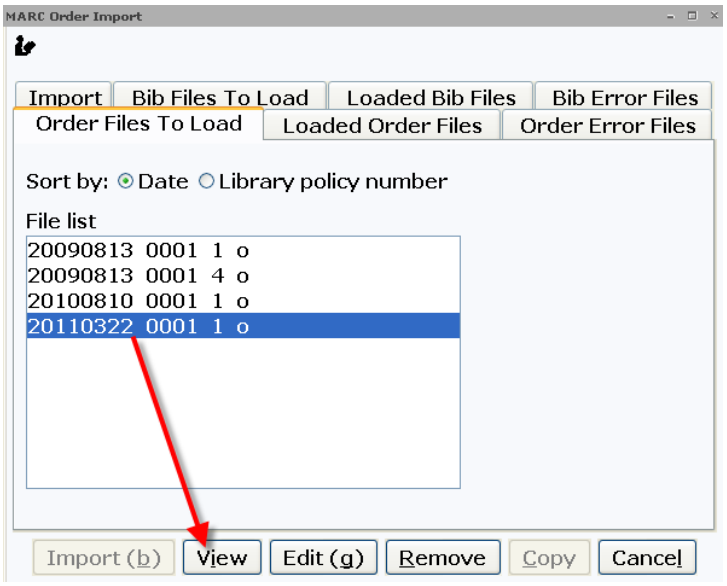
4. If you want to delete the error file, highlight the file and click **Remove**.

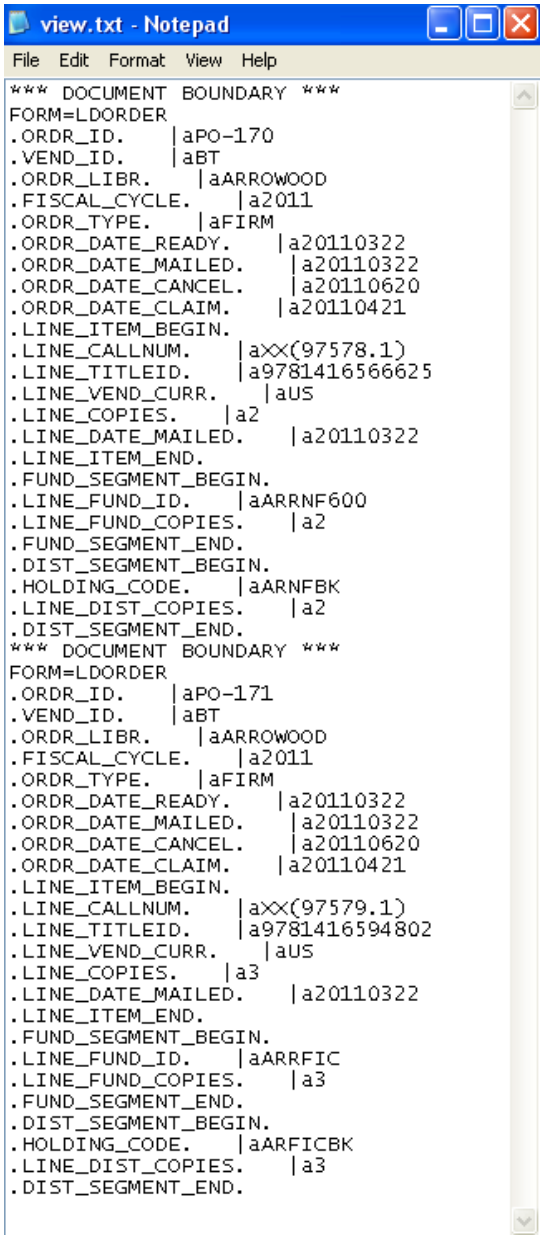
To view, modify, and remove order files on the server:

1. Click the *MARC Order Import* wizard. 

2. Click the **Order Files to Load** tab.

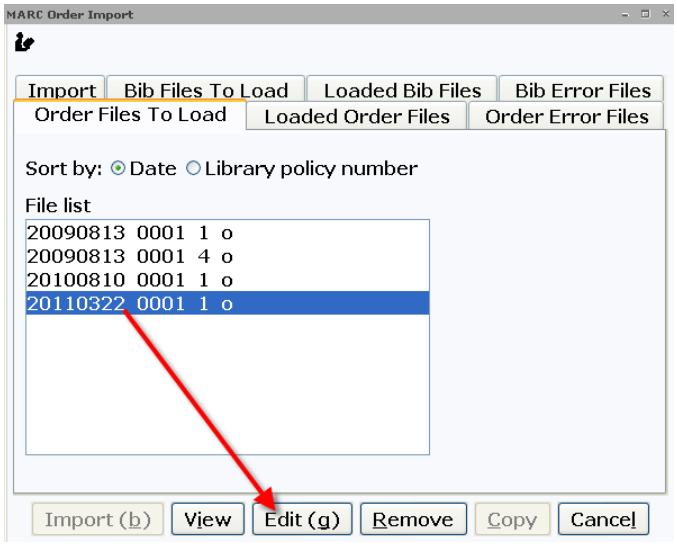
3. Click on a file and click **View**.





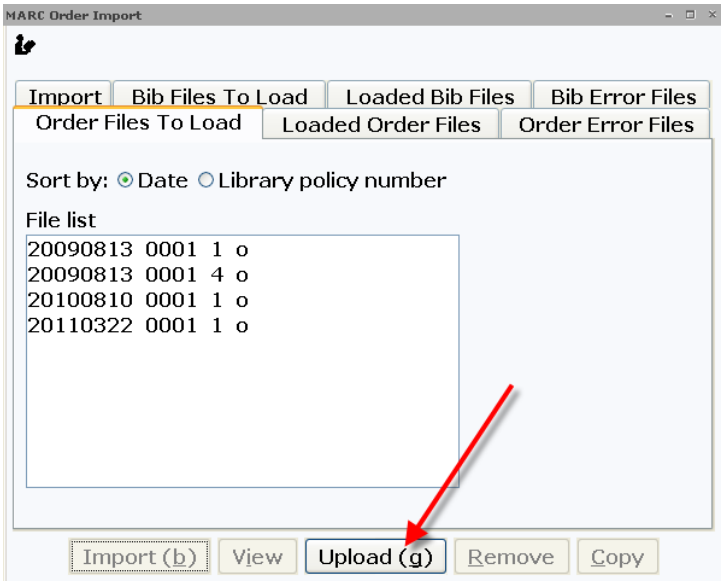
4. Click the **X** to close out of Notepad.

5. To modify the order information, highlight the file and click **Edit**.

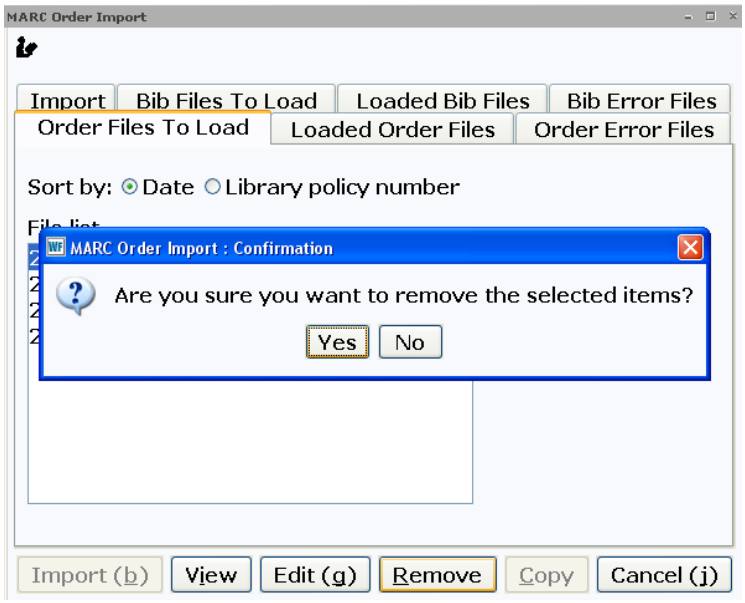


6. Make the necessary changes to the file and save them in Notepad. For example, you might find it necessary to edit the Vendor ID value if a wrong ID was used per the Load Bibs with Order Info report.

7. Click **Upload**.



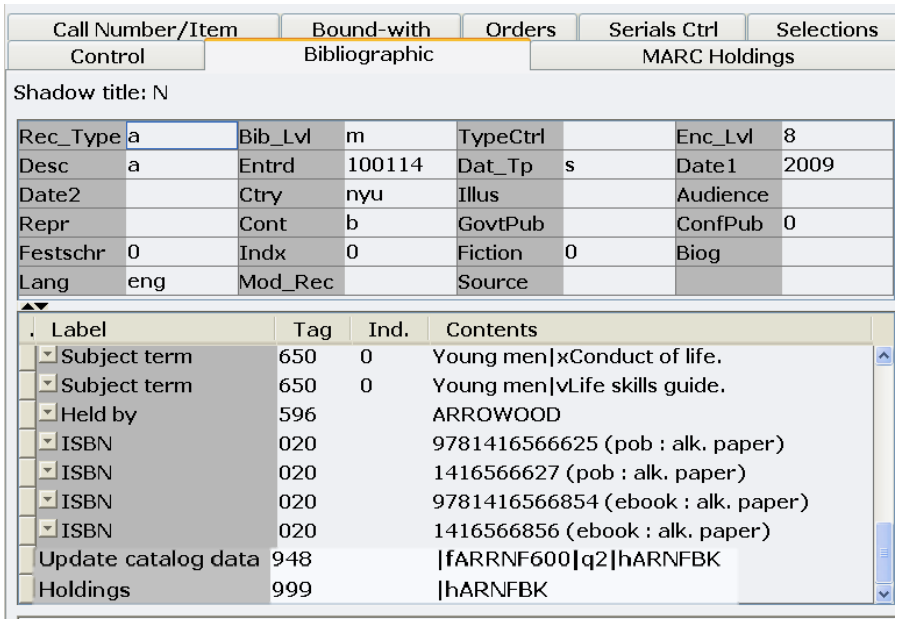
8. To remove a file from the list, highlight the file and click **Remove**.



9. Click **Yes**.

10. Click **Cancel** to close out of the wizard.

This is how the bibliographic record will appear once loaded into the system:

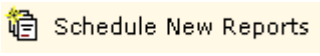


Notice how the 999 tag is reserved for the holding code. If this bibliographic record had matched an existing bibliographic record, only the 9XX and 999 tags would have been updated.

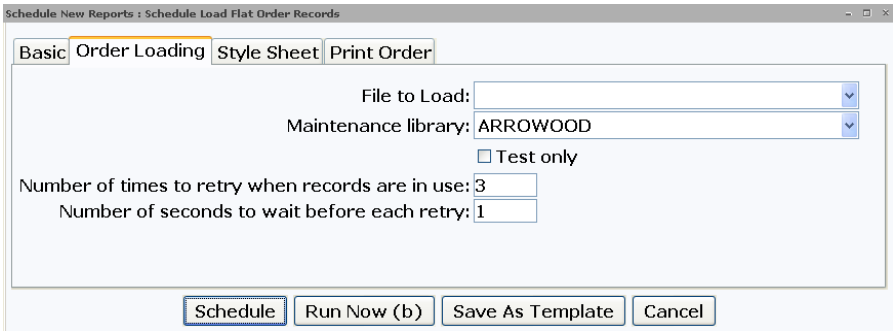
Load Flat Order Records Report

The Load Flat Order Records report loads the flat ASCII order records created by the Load Bibs with Order Info report.

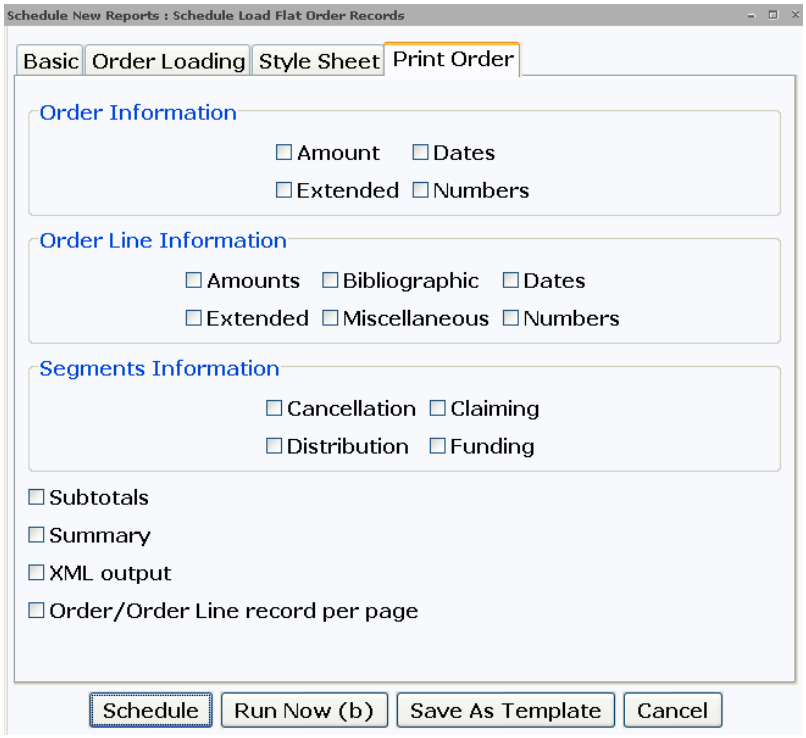
To load order records:

1. Navigate to the Reports toolbar.
2. Click the *Schedule New Reports* wizards. 

3. Click the **Acquisition Load** tab.
4. Double-click the Load Flat Order Records report or highlight it and click **Setup & Schedule**.
5. Click the **Order Loading** tab.



6. Click on the File to Load drop-down and select the file.
7. Verify the Maintenance library.
8. Click the box next to Test Only if you want to run this report in test mode first.
9. If necessary, modify the value in the Number of Times to Retry When Records are in Use field. Some libraries may encounter the "records are currently in use" message attempting to load records, so this option enables the library to configure how many times the report is to retry loading records.
10. If necessary, modify the value in the Number of Seconds to Wait Before Each Retry field.
11. Click the **Print Order** tab.



12. Make any necessary selections to print order, order line, and segment information.

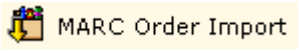
13. If you want XML output, select the XML Output box in this tab, then click the **Style Sheet** tab and select a style sheet from the drop-down list.

14. Click **Run Now** to run the report now, or click **Schedule** to run the report at a later time.

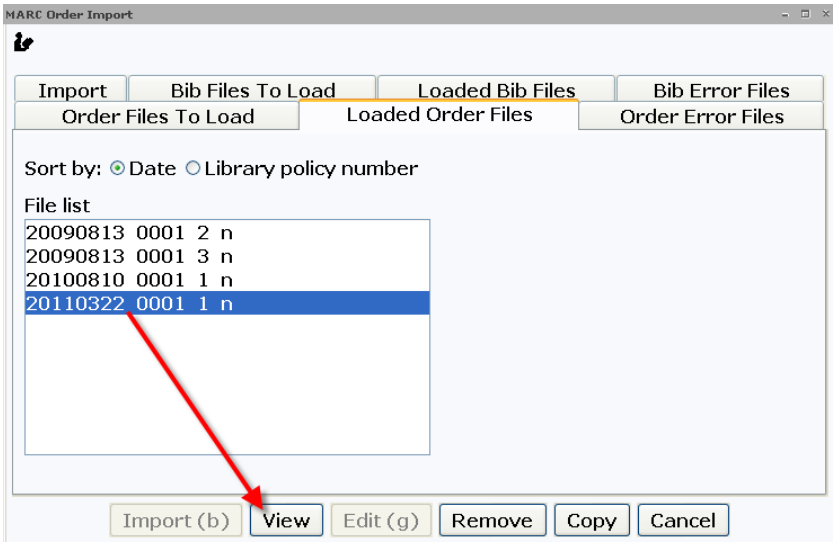
Once orders have been loaded, you can review and modify them using the Acquisitions order wizards as needed. Once loaded, the orders do not require any special processing.

```
                    Load flat order records

              Produced Tuesday, March 22, 2011 at 12:53 PM

   Order ID:PO-171                  fiscal cycle:2011
  Vendor ID:BT                        order type:FIRM
 1)   requisition number:                    copies:3
      unit price:          $0.00      native unit price:          $0.00
  extended price:          $0.00  native extended price:          $0.00
amount encumbered:         $0.00        amount invoiced:          $0.00
     amount paid:          $0.00
        discount:0
            call number:XX(97579.1)
              ISBN/ISSN:9781416594802
     Personal Author:Kyle, Aryn.
     Title:Boys and girls like you and me : stories / Aryn
                    Kyle.
     Edition:1st Scribner hardcover ed.
     Publication info:New York : Scribner, 2010.
```

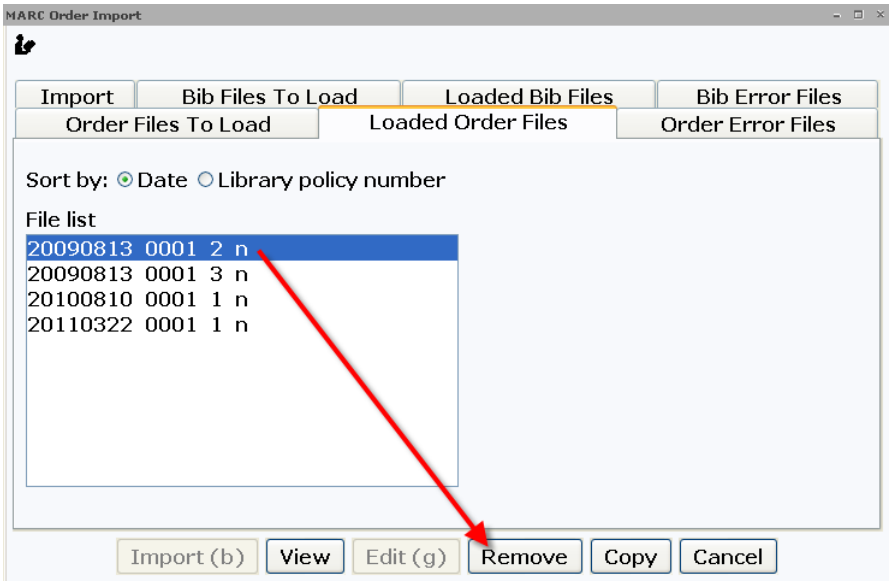
To view, modify, and remove loaded order information on the server:

1. Navigate to the Utility toolbar.
2. Click the *MARC Order Import* wizard. 

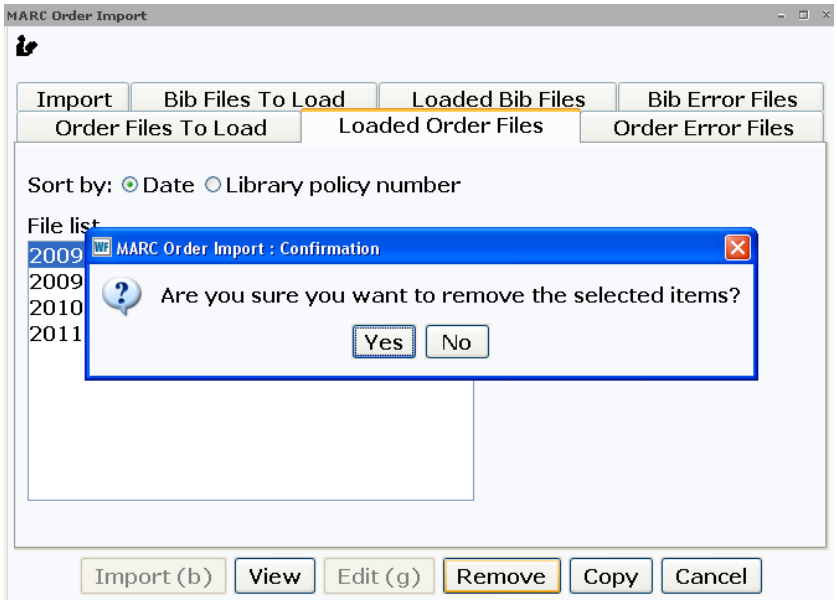
3. Click the **Loaded Order Files** tab.
4. Highlight the file and click **View**.



5. To remove a file from the list, highlight the file and click **Remove**.



6. Click **Yes**.



7. Click **Cancel** to close out of the wizard.

Appendix F: Acquisition Exercises

Basic Orders

Exercise 1: Single Copy – Single Fund

Create the order

1. Open the Orders group of wizards and click the *Add Basic Order* wizard.
2. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select FIRM.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
   - Type a Unit Price.
   - In the Quantity field, type 1 for the number of copies.
   - Add Additional Orderline Information, if necessary.
   - Click **Continue.**
6. Complete the Enter Fundings and Distributions window.
   - In the Fund ID field, click the gadget and select a fund.
   - In the Funded Quantity field, keep ALL as the funded quantity amount.
   - In the Holding Code field, type or select a holding code from the drop-down list.
   - In the Distributed Quantity field, keep ALL as the distributed quantity amount.

- Click **Add Orderline**.

7. Click **Finish**.

8. Complete the Mark Order Finished window.

   - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Save and Close**.

Receive the order

9. Within the Orders group of wizards, click the *Receive Orders* wizard.

10. Search for the order and, if necessary, click **Receive Orders**.

11. Complete the Receive Copies window.

    - In the Quantity Receiving field, type 1.
    - Click **Receive Orderline**.
    - Click **Close**.

Create the invoice

12. Open the Invoices group of wizards and click the *Add Invoice* wizard.

13. Complete the Enter Invoice and Vendor ID window.

    - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
    - In the Vendor ID field, click the gadget and select a vendor.
    - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
    - Click **Add Invoice**.

14. Click the *Add Invoiceline* tool and complete the Add Invoiceline window.

    - Enter the Amount.
    - Verify the Link drop-down is set to Order.
    - Use the gadget to select the Order ID, which also allows you to identify the Orderline. Click **Invoice Orderline**.

- Verify the Quantity and Fiscal Cycle.
- Click **Add Invoiceline**.
- Click **Modify Invoiceline**.

15. Click **Close**.

Pay the invoice

16. Within the Invoices group of wizards, click the **Pay Invoice** wizard.
17. Search for the invoice to pay and, if necessary, click **Pay Invoice**.
18. Complete the Pay Invoice window.

    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.
    - Click **Close**.

Add the item to the catalog

19. Open the Orders group of wizards and click the *Add Ordered Items to Catalog* wizard.
20. Search for the title to load.
21. Complete the Loading Order window.

    - In the Base Call Number field, update the call number, if necessary.
    - Using the drop-down, select a Class Scheme, if necessary.
    - Verify the Holding Code or select one from the drop-down list.
    - Click **Add Item** next to the Date Received field of each copy, if necessary.
    - Click **Add/Update Items**.
    - Retain the auto-generated Item ID or scan in your own barcode.
    - Make any additional changes to the New Call Number.
    - When finished, click **Add/Update Items**.
    - Click **Close**.

Exercise 2: Two Order Lines – One Copy Each – Single Fund

Create the Order

1. Open the Orders group of wizards and click the *Add Basic Order* wizard.
2. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select FIRM.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
   - Type a Unit Price.
   - In the Quantity field, type 1 for the number of copies.
   - Add Additional Orderline Information, if necessary.
   - Click **Continue.**
6. Complete the Enter Fundings and Distributions window.
   - In the Fund ID field, click the gadget and select a fund.
   - In the Funded Quantity field, keep ALL as the funded quantity amount.
   - In the Holding Code field, type or select a holding code from the drop-down list.
   - In the Distributed Quantity field, keep ALL as the distributed quantity amount.
   - Click **Add Orderline**.
7. Click the *Add New Orderline* tool.
8. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.

9. Click **Order This Title**.

10. Complete the Enter Orderline Information widow.

    - Type a Unit Price.
    - In the Quantity field, type 1 for the number of copies.
    - Add Additional Orderline Information, if necessary.
    - Click **Continue.**

11. Complete the Enter Fundings and Distributions window.

    - In the Fund ID field, click the gadget and select a fund.
    - In the Funded Quantity field, keep ALL as the funded quantity amount.
    - In the Holding Code field, type or select a holding code from the drop-down list.
    - In the Distributed Quantity field, keep ALL as the distributed quantity amount.
    - Click **Add Orderline**.

12. Complete the Mark Order Finished window.

    - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
    - Click **Save and Close**.

Receive the order

13. Within the Orders group of wizards, click the *Receive Orders* wizard.

14. Search for the order and, if necessary, click **Receive Orders**.

15. Complete the Receive Copies window.

    - Click the check box next to the PO number.
    - Click **Receive Selected Orderlines**.

Create the Invoice

16. Open the Invoices group of wizards and click the *Add Invoice* wizard.

17. Complete the Enter Invoice and Vendor ID window.

- In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
- In the Vendor ID field, click the gadget and select a vendor.
- In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
- Click **Add Invoice**.

18. Click the *Create Invoice Lines for Order* helper.

19. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.

20. Search for the order to invoice.

21. Click **Create Invoice Lines**.

22. Click **OK**.

23. Click **Close**.

Pay the invoice

24. Within the Invoices group of wizards, click the **Pay Invoice** wizard.

25. Search for the invoice to pay, and, if necessary, click **Pay Invoice**.

26. Complete the Pay Invoice window.

    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.

27. Click **Close**.

Add the item to the catalog

28. Open the Orders group of wizards and click the *Add Ordered Items to Catalog* wizard.

29. Search for the title to load.

30. Complete the Loading Order window.

- In the Base Call Number field, update the call number, if necessary.
- Using the drop-down, select a Class Scheme, if necessary.
- Verify the Holding Code or select one from the drop-down list.
- Click **Add Item** next to the Date Received field of each copy, if necessary.
- Click **Add/Update Items**.
- Retain the auto-generated Item ID or scan in your own barcode.
- Make any additional changes to the New Call Number.
- When finished, click **Add/Update Items**.

31. Click **Close**

Exercise 3: Single Copy – Single Fund – Using SmartPort

The *Add Basic Order* wizard must be configured to allow adding from SmartPort. Check your Behavior properties to be sure this feature is available and configured according to your copy cataloging needs.

1. Open the Order group of wizards and click the *Add Basic Orders* wizard.
2. Click the *SmartPort* helper.
   - Select the database from which you wish to obtain the record, and click **Connect.**
   - Search for the title.
   - Select the title in the search results and click **Display**.
   - Click **Capture** to begin the download.
   - Verify or type the Match and Load options, and click **OK**.
   - Make any necessary changes to the incoming bibliographic record, and click **Save**.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select FIRM.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
   - Type a Unit Price.
   - In the Quantity field, type 1 for the number of copies.
   - Add Additional Orderline Information, if necessary.
   - Click **Continue.**
6. Complete the Enter Fundings and Distributions window.
   - In the Fund ID field, click the gadget and select a fund.
   - In the Funded Quantity field, keep ALL as the funded quantity amount.

- In the Holding Code field, type or select a holding code from the drop-down list.
- In the Distributed Quantity field, keep ALL as the distributed quantity amount.
- Click **Add Orderline**.

7. Click **Finish**.
8. Complete the Mark Order Finished window.
   - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Save and Close**.

Receive the order

9. Within the Orders group of wizards, click the *Receive Orders* wizard.
10. Search for the order and, if necessary, click **Receive Orders**.
11. Complete the Receive Copies window.
    - In the Quantity Receiving field, type 1.
    - Click **Receive Orderline**.
12. Click **Close**.

Create the invoice

13. Open the Invoices group of wizards and click the *Add Invoice* wizard.
14. Complete the Enter Invoice and Vendor ID window.
    - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
    - In the Vendor ID field, click the gadget and select a vendor.
    - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
    - Click **Add Invoice**.
15. Click the *Create Invoice Lines for Order* helper.
16. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.
17. Search for the order to invoice.

18. Click **Create Invoice Lines**.

19. Click **OK**.

20. Click **Close**.

Pay the invoice

21. Within the Invoices group of wizards, click the *Pay Invoice* wizard.

22. Search for the invoice to pay, and, if necessary, click **Pay Invoice**.

23. Complete the Pay Invoice window.

    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.

24. Click **Close**.

Add the item to the catalog

25. Open the Orders group of wizards and click the *Add Ordered Items to Catalog* wizard.

26. Search for the title to load.

27. Complete the Loading Order window.

- In the Base Call Number field, update the call number, if necessary.
- Using the drop-down, select a Class Scheme, if necessary.
- Verify the Holding Code or select one from the drop-down list.
- Click **Add Item** next to the Date Received field of each copy, if necessary.
- Click **Add/Update Items**.
- Retain the auto-generated Item ID or scan in your own barcode.
- Make any additional changes to the New Call Number.
- When finished, click **Add/Update Items**.
- Click **Close**.

Exercise 4: Single Copy – Funding Split by Amount or Percentage

1. Open the Orders group of wizards and click the *Add Basic Order* wizard.
2. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select FIRM.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
   - Type a Unit Price.
   - In the Quantity field, type 1 for the number of copies.
   - Add Additional Orderline Information, if necessary.
   - Click **Continue.**
6. Complete the Enter Fundings and Distributions window.
   - In the tree, select the check box next to the fund and click the *Delete a Segment* tool.
   - Click the *Add a Fund/Distribution Cluster(s)* tool. Complete the Add a Funding/Distribution Cluster(s) window.
     - In the Number of fundings field, verify that the value is 1.
     - In the Funding drop-down list, select Multiple Funding.
     - In the Number of splits per funding field, verify that the value is 2.
     - In the Split funding drop-down, select either Amount or Percentage Split.

- In the Number of distributions per funding field, verify that the value is 1.
- In the Distribution drop-down list, select Holding Distribution.
- Click **OK**.

- In the Funded Quantity field, type 1.
- Use the Fund ID gadget to select the two funds.
- Type the percentage or amount split in the two boxes.
- In the Holding Code field, type or select a holding code from the drop-down list.
- In the Distributed quantity field, type 1.
- Click **Add Orderline**.

7. Click **Finish**.
8. Complete the Mark Order Finished window.

- In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
- Click **Save and Close**.

Receive the order

9. Within the Orders group of wizards, click the *Receive Orders* wizard.
10. Search for the order and, if necessary, click **Receive Orders**.
11. Complete the Receive Copies window.

- In the Quantity Receiving field, type 1.
- Click **Receive Orderline**.

12. Click **Close**.

Create the invoice

13. Open the Invoices group of wizards and click the *Add Invoice* wizard.
14. Complete the Enter Invoice and Vendor ID window.

- In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
- In the Vendor ID field, click the gadget and select a vendor.

- In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
- Click **Add Invoice**.

15. Click the *Create Invoice Lines for Order* helper.

16. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.

17. Search for the order to invoice.

18. Click **Create Invoice Lines**.

19. Click **OK**.

20. Click **Close**.

Pay the invoice

21. Within the Invoices group of wizards, click the *Pay Invoice* wizard.

22. Search for the invoice to pay and, if necessary, click **Pay Invoice**.

23. Complete the Pay Invoice window.

    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.

24. Click **Close**.

Add the item to the catalog

25. Open the Orders group of wizards and click the *Add Ordered Items to Catalog* wizard.

26. Search for the title to load.

27. Complete the Loading Order window.

    - In the Base Call Number field, update the call number, if necessary.
    - Using the drop-down, select a Class Scheme, if necessary.

- Verify the Holding Code or select one from the drop-down list.
- Click **Add Item** next to the Date Received field of each copy, if necessary.
- Click **Add/Update Items**.
- Retain the auto-generated Item ID or scan in your own barcode.
- Make any additional changes to the New Call Number.
- When finished, click **Add/Update Items**.

28. Click **Close**.

Exercise 5: Two Copies – Two Funds – Same Holding Distribution

Create the order

1. Open the Orders group of wizards and click the *Add Basic Order* wizard.
2. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select FIRM.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
   - Type a Unit Price.
   - In the Quantity field, type 2 for the number of copies.
   - Add Additional Orderline Information, if necessary.
   - Click **Continue.**
6. Complete the Enter Fundings and Distributions window.
   - Click the *Add a Fund/Distribution Cluster(s)* tool. Complete the Add a Funding/Distribution Cluster(s) window.

You may also add a segment by right-clicking in the tree.

   - In the Number of fundings field, verify that the value is 1.
   - In the Funding drop-down list, verify that it is Single Funding.
   - In the Number of distributions per funding field, verify that the value is 1.
   - In the Distribution drop-down list, verify that the value is Holding Distribution.

- Click **OK**.

- In the Fund ID field, click the gadget and select a fund for the *first* fund.
- In the Funded Quantity field, type 1.
- In the Holding Code field, type or select a holding code from the drop-down list.
- In the Distributed Quantity field, type 1.
- In the Fund ID field, click the gadget and select a fund for the *second* fund.
- In the Funded Quantity field, type 1.
- In the Holding Code field, type or select a holding code from the drop-down list.
- In the Distributed Quantity field, type 1.
- Click **Add Orderline**.

7. Click **Finish**.
8. Complete the Mark Order Finished window.

   - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Save and Close**.

Receive the order

9. Within the Orders group of wizards, click the *Receive Orders* wizard.
10. Search for the order and, if necessary, click **Receive Orders**.
11. Complete the Receive Copies window.

    - In the Quantity Receiving field, type 2.
    - Click **Receive Orderline**.

12. Click **Close**.

Create the invoice

13. Open the Invoices group of wizards and click the *Add Invoice* wizard.
14. Complete the Enter Invoice and Vendor ID window.

- In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
- In the Vendor ID field, click the gadget and select a vendor.
- In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
- Click **Add Invoice**.

15. Click the *Create Invoice Lines for Order* helper.
16. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.
17. Search for the order to invoice.
18. Click **Create Invoice Lines**.
19. Click **OK**.
20. Click **Close**.

Pay the invoice

21. Within the Invoices group of wizards, click the **Pay Invoice** wizard.
22. Search for the invoice to pay.
23. Click **Pay Invoice**.
24. Complete the Pay Invoice window.
    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.
25. Click **Close**.

Add the items to the catalog

26. Open the Orders group of wizards and click the *Add Ordered Items to Catalog* wizard.
27. Search for the title to load.

28. Complete the Loading Order window.

- In the Base Call Number field, update the call number, if necessary.
- Using the drop-down, select a Class Scheme, if necessary.
- Verify the Holding Codes or select them from the drop-down list.
- Click **Add Item** next to the Date Received field of each copy, if necessary.
- Click **Add/Update Items**.
- Retain the auto-generated Item IDs or scan in your own barcodes.
- Make any additional changes to the New Call Number.
- When finished, click **Add/Update Items**.

29. Click **Close**.

Exercise 6: Two Copies – One Fund – Two Holding Distributions

1. Open the Orders group of wizards and click the *Add Basic Order* wizard.
2. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select FIRM.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
   - Type a Unit Price.
   - In the Quantity field, type 2 for the number of copies.
   - Add Additional Orderline Information, if necessary.
   - Click **Continue.**
6. Complete the Enter Fundings and Distributions window.
   - In the Fund ID field, click the gadget and select a fund.
   - In the Funded Quantity field, keep ALL as the funded quantity amount.
   - In the tree, click the fund name.
   - Click the *Add a Holding Distribution* tool.

You may also add a holding distribution by right-clicking in the tree.

   - In the first Holding Code field, type or select a holding code from the drop-down list.
   - In the Distributed Quantity field, type 1.

- In the second Holding Code field, type or select a holding code from the drop-down list.
- In the Distributed Quantity field, type 1.
- Click **Add Orderline**.

7. Click **Finish**.
8. Complete the Mark Order Finished window.
   - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Save and Close**.

Receive the order

9. Within the Orders group of wizards, click the *Receive Orders* wizard.
10. Search for the order and, if necessary, click **Receive Orders**.
11. Complete the Receive Copies window.
    - In the Quantity Receiving field, type 2.
    - Click **Receive Orderline**.
12. Click **Close**.

Create the invoice

13. Open the Invoices group of wizards and click the *Add Invoice* wizard.
14. Complete the Enter Invoice and Vendor ID window.
    - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
    - In the Vendor ID field, click the gadget and select a vendor.
    - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
    - Click **Add Invoice**.
15. Click the *Create Invoice Lines for Order* helper.
16. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.
17. Search for the order to invoice.

18. Click **Create Invoice Lines**.

19. Click **OK**.

20. Click **Close**.

Pay the invoice

21. Within the Invoices group of wizards, click the *Pay Invoice* wizard.

22. Search for the invoice to pay and, if necessary, click **Pay Invoice**.

23. Complete the Pay Invoice window.

    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.
    - Click **Close**.

Add the item to the catalog

24. Open the Orders group of wizards and click the *Add Ordered Items to Catalog* wizard.

25. Search for the title to load.

26. Complete the Loading Order window.

- In the Base Call Number field, update the call number, if necessary.
- Using the drop-down, select a Class Scheme, if necessary.
- Verify the Holding Codes or select them from the drop-down list.
- Click **Add Item** next to the Date Received field of each copy, if necessary.
- Click **Add/Update Items**.
- Retain the auto-generated Item IDs or scan in your own barcodes.
- Make any additional changes to the New Call Number.
- When finished, click **Add/Update Items**.

27. Click **Close**.

Exercise 7: Two Copies – Receive One Copy

Create the order

1. Open the Orders group of wizards and click the *Add Basic Order* wizard.
2. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select FIRM.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
   - Type a Unit Price.
   - In the Quantity field, type 2 for the number of copies.
   - Add Additional Orderline Information, if necessary.
   - Click **Continue.**
6. Complete the Enter Fundings and Distributions window.
   - In the Fund ID field, click the gadget and select a fund.
   - In the Funded Quantity field, keep ALL as the funded quantity amount.
   - In the Holding Code field, type or select a holding code form the drop-down list.
   - In the Distributed Quantity field, keep ALL as the distributed quantity amount.
   - Click **Add Orderline**.
7. Click **Finish**.
8. Complete the Mark Order Finished window.

- In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
- Click **Save and Close**.

Receive the order

9. Within the Orders group of wizards, click the *Receive Orders* wizard.
10. Search for the order and, if necessary, click **Receive Orders**.
11. Complete the Receive Copies window.
    - In the Quantity Receiving field, type 1.
    - Click **Receive Orderline**.
12. Click **Close**.

Add the item to the catalog

13. Open the Orders group of wizards and click the *Add Ordered Items to Catalog* wizard.
14. Search for the title to load.
15. Complete the Loading Order window.
    - In the Base Call Number field, update the call number, if necessary.
    - Using the drop-down, select a Class Scheme, if necessary.
    - Verify the Holding Code or select one from the drop-down list.
    - Click **Add Item** next to the Date Received field of each copy, if necessary.
    - Click **Add/Update Items**.
    - Retain the auto-generated Item ID or scan in your own barcode.
    - Make any additional changes to the New Call Number.
    - When finished, click **Add/Update Items**.
    - Click **Close**.
16. Proceed to the next exercise to receive and load the second copy and invoice the order.

Exercise 8: Receiving Second Copy that Was Claimed

Receive the order

1. Within the Orders group of wizards, click the *Receive Orders* wizard.
2. Search for the order and, if necessary, click **Receive Orders**.
3. Complete the Receive Copies window.
   - In the Quantity Receiving field, type 1.
   - Click **Receive Orderline**.
4. Click **Close**.

Create the invoice

5. Open the Invoices group of wizards and click the *Add Invoice* wizard.
6. Complete the Enter Invoice and Vendor ID window.
   - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Add Invoice**.
7. Click the *Create Invoice Lines for Order* helper.
8. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.
9. Search for the order to invoice.
10. Click **Create Invoice Lines**.
11. Click **OK**.
12. Click **Close**.

Pay the invoice

13. Within the Invoices group of wizards, click the *Pay Invoice* wizard.
14. Search for the invoice to pay and, if necessary, click **Pay Invoice**.

15. Complete the Pay Invoice window.

    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.

16. Click **Close**.

Add the item to the catalog

17. Open the Orders group of wizards and click the *Add Ordered Items to Catalog* wizard.

18. Search for the title to load.

19. Complete the Loading Order window.

    - In the Base Call Number field, update the call number, if necessary.
    - Using the drop-down, select a Class Scheme, if necessary.
    - Verify the Holding Code or select one from the drop-down list.
    - Click **Add Item** next to the Date Received field of each copy, if necessary.
    - Click **Add/Update Items**.
    - Retain the auto-generated Item ID or scan in your own barcode.
    - Make any additional changes to the New Call Number.
    - When finished, click **Add/Update Items**.

20. Click **Close**.

Exercise 9: Two Order Lines – One Copy Each – Receive and Invoice

The *Receive Orders* wizard allows you to receive and invoice items in the same wizard.

1. Create a basic order for multiple order lines following steps 1-12 as described on page 325, but add two order lines for two titles to the order.

2. Within the Orders group of wizards, click the *Receive Orders* wizard.

3. Search for the order and, if necessary, click **Receive Orders**.

4. Complete the Receive Copies window.

   - Click the check box next to the PO number.
   - Click **Receive Selected Orderlines**.

5. Click the *Add Invoice* helper.

6. Complete the Enter Invoice and Vendor ID window.

   - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
   - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Add Invoice**.

7. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.

8. Click **OK**.

9. Click **OK**.

10. Click **Close**.

11. Click **Close**.

Exercise 10: Multiple Volumes

1. Open the Orders group of wizards and click the *Add Basic Order* wizard.
2. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
    - In the Vendor ID field, click the gadget and select a vendor.
    - In the Order Type drop-down list, select FIRM.
    - Verify the Fiscal Cycle and the Library.
    - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
    - Type a Unit Price.
    - In the Quantity field, type 1 for number of copies.
    - In the Parts in Set field, click the gadget.
        - In the Label field, select V from the drop-down list.
        - In the Parts/Suffix field, enter the range of volumes in the set (for example 1-3, 5 means you are ordering volumes 1, 2, 3, & 5).
        - Click **OK**.
    - Add Additional Orderline information, if necessary.
    - Click **Continue**.
6. Complete the Enter Fundings and Distributions window.
    - In the Fund ID field, click the gadget and select a fund.
    - In the Funded Quantity field, keep ALL as the funded quantity amount.
    - In the Holding Code field, type or select a holding code from the drop-down list.
    - In the Distributed Quantity field, keep ALL as the distributed quantity amount.
    - Click **Add Orderline**.

7. Click **Finish**.

8. Complete the Mark Order Finished window.

   - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Save and Close**.

Receive the order

9. Within the Orders group of wizards, click the *Receive Orders* wizard.

10. Search for the order and, if necessary, click **Receive Orders**.

11. Complete the Receive Copies window.

    - In the Quantity Receiving field, type 1.
    - Accept the default values in the Parts Received and Parts Unreceived fields.
    - Click **Receive Orderline**.

12. Click **Close**.

Create the invoice

13. Open the Invoices group of wizards and click the *Add Invoice* wizard.

14. Complete the Enter Invoice and Vendor ID window.

    - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
    - In the Vendor ID field, click the gadget and select a vendor.
    - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
    - Click **Add Invoice**.

15. Click the *Create Invoice Lines for Order* helper.

16. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.

17. Search for the order to invoice.

18. Click **Create Invoice Lines**.

19. Click **OK**.

20. Click **Close**.

Pay the invoice

21. Within the Invoices group of wizards, click the *Pay Invoice* wizard.

22. Search for the invoice to pay and, if necessary, click **Pay Invoice**.

23. Complete the Pay Invoice window.

    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.

24. Click **Close**.

Add the items to the catalog

25. Open the Orders group of wizards and click the *Add Ordered Items to Catalog* wizard.

26. Search for the title to load.

27. Complete the Loading Order window.

    - In the Base Call Number field, update the call number, if necessary.
    - Using the drop-down, select a Class Scheme, if necessary.
    - Verify the Holding Code or select one from the drop-down list.
    - Click **Add Item** next to the Date Received field of each copy, if necessary.
    - Click **Add/Update Items**.
    - Retain the auto-generated Item IDs or scan in your own barcodes.
    - Make any additional changes to the New Call Number.
    - When finished, click **Add/Update Items**.

28. Click **Close**.

Exercise 11: Multiple Volumes – Receive Partial Order

Complete steps 1-8 in Exercise 8 for a different title, ordering V. 1-5 this time.

Receive the order

1. Within the Orders group of wizards, click the *Receive Orders* wizard.
2. Search for the order and, if necessary, click **Receive Orders**.
3. Complete the Receive Copies window.
    - In the Quantity Receiving field, type 1.
    - In the Parts Received field, click the gadget.
        - In the Label field, select V.
        - In the Parts/Suffix field, type 1-4 to indicate that you received volumes 1, 2, 3, and 4.
        - Click **OK**.
    - In the Parts Unreceived field, click the gadget.
        - In the Label field, select V.
        - In the Parts/Suffix field, type 5 to indicate that you did not receive volume 5.
        - Click **OK**.
    - Click **Receive Orderline**.

To load these copies, follow steps 23-27 in Exercise 8.

To receive the unreceived volume, follow steps 9-12 in Exercise 8.

To invoice the order and pay the invoice, follow steps 13-24 in Exercise 8.

Exercise 12: Single Copy – Single User Distribution

Create the order

1. Open the Orders group of wizards and click the *Add Basic Order* wizard.
2. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select FIRM.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
   - Type a Unit Price.
   - In the Quantity field, type 1 for the number of copies.
   - Add Additional Orderline Information, if necessary.
   - Click **Continue.**
6. Complete the Enter Fundings and Distributions window.
   - In the Fund ID field, click the gadget and select a fund.
   - In the Funded Quantity field, keep ALL as the funded quantity amount.
   - In the tree, right-click the distribution segment.
   - Select **Change Distribution Type**.

You may also use the Delete a Segment tool to remove the existing distribution segment and use Add a User Distribution tool to add the new user distribution.

   - In the Dist User ID field, click the gadget and select a user.
   - In the Distributed Quantity field, keep ALL as the distributed quantity amount.
   - Click **Add Orderline**.

7. Click **Finish**.

8. Complete the Mark Order Finished window.

   - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Save and Close**.

Receive the order

9. Within the Orders group of wizards, click the *Receive Orders* wizard.

10. Search for the order and, if necessary, click **Receive Orders**.

11. Complete the Receive Copies window.

    - In the Quantity Receiving field, type 1.
    - Click **Receive Orderline**.

12. Click **Close**

Create the invoice

13. Open the Invoices group of wizards and click the *Add Invoice* wizard.

14. Complete the Enter Invoice and Vendor ID window.

    - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
    - In the Vendor ID field, click the gadget and select a vendor.
    - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
    - Click **Add Invoice**.

15. Click the *Create Invoice Lines for Order* helper.

16. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.

17. Search for the order to invoice.

18. Click **Create Invoice Lines**.

19. Click **OK**.

20. Click **Close**.

Pay the invoice

21. Within the Invoices group of wizards, click the *Pay Invoice* wizard.

22. Search for the invoice to pay and, if necessary, click **Pay Invoice**.

23. Complete the Pay Invoice window.

    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.

24. Click **Close**.

Exercise 13: Approval Orders

Many of regular processing steps for an approval order are in a slightly different order compared to other Basic Order exercises. With an approval order, a physical copy arrives before an order record for the item exists.

Before starting this exercise, change the properties of the *Add Basic Order* wizard as follows:

1. Open the Order group of wizards, right-click the *Add Basic Order* wizard, and click **Properties**.
2. If it does not immediately appear, click the **Defaults** tab.
3. In the Segment Information section, select the Automatically Display Receiving Fields in Distribution Segments check box.
4. Click **OK**.

This change will display the Received and Packing List fields you will need in step 6.

Create and receive the order

1. Open the Orders group of wizards and click the *Add Basic Order* wizard.
2. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select FIRM.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
   - Type a Unit Price.
   - In the Quantity field, type 1 for the number of copies.
   - Add Additional Orderline Information, if necessary.

- Click **Continue.**

6. Complete the Enter Fundings and Distributions window.

   - In the Fund ID field, click the gadget and select a fund.
   - In the Funded Quantity field, keep ALL as the funded quantity amount.
   - In the Holding Code field, type or select a holding code from the drop-down list.
   - In the Distributed Quantity field, keep ALL as the distributed quantity amount.
   - In the Received field, select TODAY from the drop-down list.
   - In the Packing List field, enter a packing slip number, if necessary.
   - Click **Add Orderline**.

7. Click **Finish**.

8. Complete the Mark Order Finished window.

   - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click Save and Close.

Create the invoice

9. Open the Invoices group of wizards and click the *Add Invoice* wizard.

10. Complete the Enter Invoice and Vendor ID window.

    - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
    - In the Vendor ID field, click the gadget and select a vendor.
    - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
    - Click **Add Invoice**.

11. Click the *Create Invoice Lines for Order* helper.

12. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.

13. Search for the order to invoice.

14. Click **Create Invoice Lines**.

15. Click **OK**.

16. Click **Close**.

Pay the invoice

17. Within the Invoices group of wizards, click the *Pay Invoice* wizard.

18. Search for the invoice to pay and, if necessary, click **Pay Invoice**.

19. Complete the Pay Invoice window.

    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.

20. Click **Close**.

Add the item to the catalog

21. Open the Orders group of wizards and click the *Add Ordered Items to Catalog* wizard.

22. Search for the title to load.

23. Complete the Loading Order window.

    - In the Base Call Number field, update the call number, if necessary.
    - Using the drop-down, select a Class Scheme, if necessary.
    - Verify the Holding Code or select one from the drop-down list.
    - Click **Add Item** next to the Date Received field of each copy, if necessary.
    - Click **Add/Update Items**.
    - Retain the auto-generated Item ID or scan in your own barcode.
    - Make any additional changes to the New Call Number.
    - When finished, click **Add/Update Items**.

24. Click **Close**.

Dated Orders

- A dated order in SirsiDynix Symphony is any order where you know the start and end dates when you place the order.
- Material purchased between these dates is paid with a single payment.
- Use Dated orders for initial orders and renewal orders.
- Examples of Dated orders are subscriptions and membership orders.
- The order line record displays two special field:
  - Length of the subscription period.
  - Date to renew the subscription.

Exercise 14: Subscription Orders

Create the order

1. Open the Orders group of wizards and click the *Add Dated Order* wizard.
2. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select SUBSCRIPT.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
   - Type a Unit Price.
   - In the Quantity field, type 1 for number of subscriptions.
   - In the Days in Sub Period field, type 365.
   - In the Renewal Date field, click the gadget and select a date.
   - Add Additional Orderline Information, if necessary.

- Click **Continue**.

6. Complete the Enter Fundings and Distributions window.

   - In the Fund ID field, click the gadget and select a fund.
   - In the Funded Quantity field, keep ALL as the funded quantity amount.
   - In the Holding Code field, type or select a holding code from the drop-down list.
   - In the Distributed Quantity field, keep ALL as the distributed quantity amount.
   - Click **Add Orderline**.

7. Click **Finish**.

8. Complete the Mark Order Finished window.

   - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Save and Close**.

Receive and load the order

Typically, copy processing is not done through the Acquisitions module. The issues are checked in and processed in Serial Control. However you will still need to mark the order as received and loaded.

Before starting this exercise, change the properties of the *Receive Orders* wizard as follows:

1. Open the Order group of wizards, right-click the *Receive Orders* wizard, and click **Properties**.

2. If it does not immediately appear, click the **Defaults** tab.

3. In the Dates section, select the Automatically Set Date Loaded for Items Received check box.

4. Click **OK**.

Receive and Load

5. Within the Orders group of wizards, click the *Receive Orders* wizard.

6. Search for the order and, if necessary, click **Receive Orders**.

7. Complete the Receive Copies window.

   - In the Quantity Receiving field, type 1.
   - Click **Receive Orderline**.

8. Click **Close**.

Create the invoice

9. Open the Invoices group of wizards and click the *Add Invoice* wizard.

10. Complete the Enter Invoice and Vendor ID window.

    - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
    - In the Vendor ID field, click the gadget and select a vendor.
    - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
    - Click **Add Invoice**.

11. Click the *Create Invoice Lines for Order* helper.

12. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.

13. Search for the order to invoice.

14. Click **Create Invoice Lines**.

15. Click **OK**.

16. Click **Close**.

Pay the invoice

17. Within the Invoices group of wizards, click the *Pay Invoice* wizard.

18. Search for the invoice to pay and, if necessary, click **Pay Invoice**.

19. Complete the Pay Invoice window.

- If paying by check, type the Check #.
- In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
- Verify that the Select All box is checked.
- Click **Pay Selected Lines**.

20. Click **Close**.

Exercise 15: Membership Orders

Membership orders are not usually connected to a bibliographic record; therefore, you will not add a temporary title or use the *Add Ordered Items to Catalog* wizard.

Before starting this exercise, change the properties of the *Add Dated Order* wizard as follows:

1. Open the Orders group of wizards, right-click the *Add Dated Order* wizard, and click **Properties**.
2. If it does not immediately appear, click the **Defaults** tab.
3. In the Segment Information section, select the following check boxes:
   - Automatically Display Receiving Fields in Distribution Segments
   - Automatically Display Loaded Fields in Distributions Segments
4. Click **OK**.

This change will display the Received and Loaded fields you will need in step 5.

Create the order

1. Open the Order group of wizards and click the *Add Dated Order* wizard.
2. Click **Skip Item Lookup**.
3. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select MEMBERSHIP.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
4. Complete the Enter Orderline Information widow.
   - Type a Unit Price.
   - In the Quantity field, type 1 for number of memberships.
   - In the Days in Sub Period field, type 365.
   - In the Renewal Date field, click the gadget and select a date.
   - Add Additional Orderline Information, if necessary.

You might use the DESC field to record information about the membership. You might use the NOTE field to remind staff how to handle any journals or publications that arrive as a result of this membership.

- Click **Continue**.

5. Complete the Enter Fundings and Distributions window.

   - In the Fund ID field, click the gadget and select a fund.
   - In the Funded Quantity field, keep ALL as the funded quantity amount.
   - In the Holding Code field, type or select a holding code from the drop-down list.
   - In the Distributed Quantity field, keep ALL as the distributed quantity amount.
   - In the Received field, select TODAY from the drop-down list.
   - In the Loaded field, select TODAY from the drop-down list.
   - Click **Add Orderline**.

6. Click **Finish**.

7. Complete the Mark Order Finished window.

   - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Save and Close**.

Create the invoice

8. Open the Invoices group of wizards and click the *Add Invoice* wizard.

9. Complete the Enter Invoice and Vendor ID window.

   - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Add Invoice**.

10. Click the *Add Invoiceline* tool and complete the Add Invoiceline window.

11. Click the *Create Invoice Lines for Order* helper.

12. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.

13. Search for the order to invoice.

14. Click **Create Invoice Lines**.

15. Click **OK**.

16. Click **Close**.

Pay the invoice

17. Within the Invoices group of wizards, click the *Pay Invoice* wizard.

18. Search for the invoice to pay and, if necessary, click **Pay Invoice**.

19. Complete the Pay Invoice window.

    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.

20. Click **Close**.

Recurring Orders

The Add Recurring Order wizard helps you create an order that has multiple receipts that are not predetermined. For example, a blanket order plan for multiple titles from a single vendor, or a standing order for a single title with pocket parts or loose-leaf updates that are not based on a particular subscription period.

Exercise 16: Standing Orders

Standing orders are recurring orders. When standing order items are received or invoiced, Symphony automatically takes certain actions internally to create a new order line item. Standing order items must be checked in with *Receive Orders* wizard or invoiced with the *Add Invoice* wizard. Otherwise, the automatic generation of the new order line cannot occur.

Create the order

1. Open the Orders group of wizards and click the *Add Recurring Order* wizard.
2. Search for the title you want to order or click the *Add Temporary Title* helper to add a brief bibliographic record.
3. Click **Order This Title**.
4. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select STANDING.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
5. Complete the Enter Orderline Information widow.
   - Since this is a dummy order line that will never be received or paid, you cannot enter a Unit Price.
   - In the Quantity field, type 1 for number of copies.
   - Add Additional Orderline Information, if necessary.
   - Click **Continue**.
6. Complete the Enter Fundings and Distributions window.

- In the Fund ID field, click the gadget and select a fund.
- In the Funded Quantity field, keep ALL as the funded quantity amount.
- In the Holding Code field, type or select a holding code from the drop-down list.
- In the Distributed Quantity field, keep ALL as the distributed quantity amount.
- Click **Add Orderline**.

7. Click **Finish**.
8. Complete the Mark Order Finished window.
    - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
    - Click **Save and Close**.

Receive the order

9. Within the Orders group of wizards, click the *Receive Orders* wizard.
10. Search for the order and, if necessary, click **Receive Orders**.
11. Complete the Receive Copies window.
    - In the Line field, accept the default NEW.
    - In the Quantity Receiving field, type 1.
    - Click **Receive Orderline**.
    - Within the **Orderline** tab, enter the Unit Price.
    - Make any other changes, if necessary.
    - Click **OK**.
12. Click **Close**.

Create the invoice

13. Open the Invoices group of wizards and click the *Add Invoice* wizard.
14. Complete the Enter Invoice and Vendor ID window.
    - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
    - In the Vendor ID field, click the gadget and select a vendor.

- In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
- Click **Add Invoice**.

15. Click the *Create Invoice Lines for Order* helper.
16. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.
17. Search for the order to invoice.
18. Click **Create Invoice Lines**.
19. Click **OK**.
20. Click **Close**.

Pay the invoice

21. Within the Invoices group of wizards, click the *Pay Invoice* wizard.
22. Search for the invoice to pay and, if necessary, click **Pay Invoice**.
23. Complete the Pay Invoice window.
    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.
24. Click **Close**.

Exercise 17: Blanket Orders

Blanket orders are usually associated with a selection plan from the vendor. This is a recurring order type and an order type such as BLANKET is recommended. It is also recommended that the Order ID reflect that this is a BLANKET plan.

Because you do not typically know in advance the titles that you will receive under a blanket order, the ordering process begins with creating the order first and adding a catalog record as one of the last steps.

Create the order

1. Open the Orders group of wizards and click the *Add Recurring Order* wizard.
2. Click **Skip Item Lookup**.
3. Complete the Enter Order Information window.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Order Type drop-down list, select BLANKET.
   - Verify the Fiscal Cycle and the Library.
   - Click **Add Order.**
4. Complete the Enter Orderline Information widow.
   - Since this is a dummy order line that will never be received or paid, you cannot enter a Unit Price.
   - In the Quantity field, type 1 for number of copies.
   - Add Additional Orderline Information, if necessary.

Since the order is not connected to a bibliographic record, use the DESC field to record information about this blanket order.

   - Click **Continue**.
5. Complete the Enter Fundings and Distributions window.
   - In the Fund ID field, click the gadget and select a fund.
   - In the Funded Quantity field, keep ALL as the funded quantity amount.
   - In the Holding Code field, type or select a holding code from the drop-down list.

- In the Distributed Quantity field, keep ALL as the distributed quantity amount.
- Click **Add Orderline**.

6. Click **Finish**.
7. Complete the Mark Order Finished window.
   - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Save and Close**.

Write down this order number before closing the order. You will need the Order ID for step 9.

Receive the order

When the title is physically received, a bibliographic record will be created. This can be done by either using SmartPort, the *Add Title* wizard, or in batch with a report. After the bibliographic record is in place, then use the *Receive Orders* wizard to receive the item.

8. Within the Orders group of wizards, click the *Receive Orders* wizard.
9. Search for the order by Order ID and, if necessary, click **Receive Orders**.
10. Complete the Receive Copies window.
    - In the Line field, accept the default NEW.
    - In the Quantity Receiving field, type 1.
    - Click **Receive Orderline**.
    - Within the **Orderline** tab, enter the Unit Price.
    - Click the **Title Info** tab.
    - Click the *Change Title Link* helper.
      - Click the *Item ID* gadget and search for the title.
      - Click the *Bib Entries* gadget and select the field to display.
    - Click **OK**.
11. Click **OK**.

12. Click **Close**.

Create the invoice

13. Open the Invoices group of wizards and click the *Add Invoice* wizard.
14. Complete the Enter Invoice and Vendor ID window.
    - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
    - In the Vendor ID field, click the gadget and select a vendor.
    - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
    - Click **Add Invoice**.
15. Click the *Create Invoice Lines for Order* helper.
16. If not already selected, click the Populate Invoice Line Amount from Order Line check box and click **OK**.
17. Search for the order to invoice.
18. Click **Create Invoice Lines**.
19. Click **OK**.
20. Click **Close**.

Pay the invoice

21. Within the Invoices group of wizards, click the *Pay Invoice* wizard.
22. Search for the invoice to pay and, if necessary, click **Pay Invoice**.
23. Complete the Pay Invoice window.
    - If paying by check, type the Check #.
    - In the Date Paid field, accept the default of TODAY, or use the gadget to select a specific date.
    - Verify that the Select All box is checked.
    - Click **Pay Selected Lines**.
24. Click **Close**.

Add the item to the catalog

25. Open the Orders group of wizards and click the *Add Ordered Items to Catalog* wizard.

26. Search for the title to load.

27. Complete the Loading Order window.

    - In the Base Call Number field, update the call number, if necessary.
    - Using the drop-down, select a Class Scheme, if necessary.
    - Verify the Holding Code or select one from the drop-down list.
    - Click **Add Item** next to the Date Received field of each copy, if necessary.
    - Click **Add/Update Items**.
    - Retain the auto-generated Item ID or scan in your own barcode.
    - Make any additional changes to the New Call Number.
    - When finished, click **Add/Update Items**.

28. Click **Close**.

Claims/Cancellations

Exercise 18: Handling Claims

A claim is typically created when ordered materials do not arrive on time, and the claim period specified in the vendor record has past. You can also create claims for other reasons. For example, you might create a claim for materials that arrive damaged.

Creating claim records helps you track items that have not been received. They also trigger an automated report process that notifies vendors of outstanding items.

There are three ways to add a claim segment to outstanding line items:

- Option 1 – Use the Create Late Order Claims report to attach a claim segment automatically to the outstanding line item on an order.
- Option 2 – If you use the *Receive Orders* wizard to receive part of the multi-part or multi-copy line items, a claim segment can be automatically created.
- Option 3 – Use the *Modify Order* wizard and manually insert a claim segment as described below:

Claim an order

1. Open the Orders group of wizards and click the *Modify Order* wizard.
2. Search for the order and, if necessary, click **Modify Order**.
3. Click the **Segments** tab.
   - Click the *Add a Claim* tool.
   - In the Claim Reason field, select a reason.
   - In the Quantity field, type the number of copies to claim.
   - Verify that the Status is set to OPEN.
   - If necessary, enter a different date in the Claim On field.
   - Do not update the Mailed or Times Claimed field if using the Vendor Acquisition Claim notices. This report will update these fields once a notice is generated.
   - The Response and Responded fields are not typically updated until the vendor sends a reply about your claim.
4. Click **Save Your Changes**.
5. Click **Close**.

Exercise 19: Cancel a Line Item

There are several reasons why you might cancel a line item: you never received the item, the vendor is unable to ship the item, or perhaps the line item was created in error. Cancelling the order line is important because you not only want to note in SirsiDynix Symphony that the order has been canceled, but you also want to release encumbered funds and remove the "on-order" status from the OPAC.

Cancel a line item

1. Open the Orders group of wizards and click the *Modify Order* wizard.
2. Search for the order and, if necessary, click **Modify Order**.
3. If the order has multiple order lines, double-click the order line you want to cancel or highlight it and click the *Modify Orderline* tool.
4. Click the **Segments** tab.
   - Click the *Add a Cancellation* tool.
   - Click the check box(es) next to the segment(s) you want to cancel, or click the Cancel All Funding check box, and click **OK**.
   - In the Cancel Reason field, select a reason.
   - In the Quantity field, verify the number of copies to cancel or change the number to cancel.
   - If necessary, enter a dated in the Cancelled field.
   - Do not update the Mailed field if using the Print Cancellation Notices report. This report updates the field once a notice is generated.
5. Click **Save Your Changes**.
6. Click **Close**.

Exercise 20: Cancel a Single Part/Volume

This exercise demonstrates how to cancel one part of a multi-part order. You should first create an order for a multi-volume set (see page 350), and order five volumes. This exercise will show you how to cancel volume 5.

Cancel a part of a multi-part line item

1. Open the Orders group of wizards and click the *Modify Order* wizard.
2. Search for the order and, if necessary, click **Modify Order**.
3. If the order has multiple order lines, double-click the order line you want to cancel or highlight it and click the *Modify Orderline* tool.
4. Adjust the Unit Price, if there is a difference in cost with the cancellation.
5. Click the **Segments** tab.
   - Click the *Add a Cancellation* tool.
   - Select Cancel a Part of a Set and click **OK**.
   - In the Part on Order field, click the gadget.
     - In the Label field, select V.
     - In the Parts/Suffix field, type 1-4 to indicated that you still want to order volumes 1, 2, 3, and 4.
     - Click **OK**.
   - In the Part to Cancel field, click the gadget.
     - In the Label field, select V.
     - In the Parts/Suffix field, type 5 to indicated that you are cancelling volume 5.
     - In the Quantity to Cancel field, type 1.
     - Click **OK**.
   - In the Cancel Reason field, select a reason.
   - In the Quantity field, verify the value is 1.
   - If necessary, change the date in the Cancelled field.

- Do not update the Mailed field if using the Vendor Acquisition Claim report. This report updates the field once a notice is sent.
- The Parts field already contains the parts you specified you wanted to cancel.

6. Click **Save Your Changes.**

7. Click **Close**.

Exercise 21: Duplicating an Order Line to a Current Order and Cancelling the Original Order Line

Libraries may order a title from one vendor and eventually have to fulfill the order with a different vendor. To retain the historical information about the title, you can cancel the title on the original order and duplicate the order line to a new or different order.

1. Create a basic order following steps 1-12 as described on page 322 for the initial order.

The following steps must be taken using a different vendor than the initial order created.

2. Open the *Add Orderlines* wizard.
3. Search for the order and, if necessary, click **Add Orderlines**.
4. Search for the title. The system should display a message that the title is already on order.
5. Click **Continue Order.**
6. Complete the Enter Orderline Information for window.
   - Type a Unit Price.
   - Enter the Quantity.
   - Add Additional Orderline Information, if necessary.
   - Click **Continue**.
7. Complete the Enter Fundings and Distributions window.
   - In the Fund ID field, click the gadget and select a fund.
   - In the Funded Quantity field, keep ALL as the funded quantity amount.
   - In the Holding Code field, type or select a holding code from the drop-down list.
   - In the Distributed Quantity field, keep ALL as the distributed quantity amount.
   - Click **Add Orderline**.
8. Click **Finish**.

9. Complete the Mark Order Finished window.

    - In the Date Ready field, accept the default of TODAY, or use the gadget to select a specific date.

10. Click **Save and Close**.

Now you will cancel the original order line in the initial order.

11. Click the *Modify Order* wizard.

12. Search for the order or the title you are cancelling and, if necessary, click **Modify Order**.

13. In the List of Order Found on Lookup window, select the order line you are cancelling and click **Modify Order**.

14. Click the **Segments** tab.

    - Click the Add a Cancellation tool.
    - Click the check box next to Cancel All Fundings.
    - Click **OK**.
    - In the Cancel Reason field, select a reason.
    - In the Quantity field, verify the number of copies to cancel or change the number to cancel.
    - If necessary, enter a date in the Cancelled field.
    - Do not update the Mailed field if using the Print Cancellation Notices report. This report updates the field once a notice is generated.

15. Click **Save Your Changes**.

16. Click **Close**.

Refunds, Credits and Discounts

A refund occurs when you cancel a prepaid order, and the vendor returns the payment. A credit is similar to a refund, but the vendor keeps the funds so that you can buy something else later. This section discusses how to process a refund or credit by cancelling the order line and disencumbering the funds.

Exercise 22: Refunds/Credits from Vendors

We will use the following scenario to explain the refund/credit process:

You order an item from a prepublication notice. The vendor sends an invoice, which you pay. However, the item never arrives. When you claim the item, the vendor notifies you that publication has been delayed by a year. You request a refund, and the vendor sends a refund or a credit notice.

Using this scenario, we will create a basic order, create an invoice record, and pay the invoice. Then when the refund is received, we will "unpay" the order line item through the previously paid invoice.

Create the basic order

Repeat Exercise 1 to create the order, the invoice, and pay the invoice.

To cancel the order and process the refund/credit

1. Open the Invoice group of wizards and click the *Reverse Payment of Invoice* wizard.
2. Search for the invoice and, if necessary, click **Reverse Payment**.
3. Select the line for which to reverse payment, or use Select All to reverse payment for the entire invoice.
4. Click **Reverse Payment**.
5. Click **Close**.
6. Click the *Modify Invoice* wizard.
7. Search for the invoice and, if necessary, click **Modify Invoice**.
8. If the invoice has multiple invoice lines, double-click the invoice line you want to modify or highlight it and click the *Modify Invoiceline* tool.

9. In the COMMENT field type a message in the text area which includes all of the relevant information, such as "Paid 9/2/2011, check #1325, Refund on PO-219/2011 line: 1 received because item never published."

10. Remove the Order ID in the Order ID field.

11. Click **Modify Invoiceline**.

Now that the order line is no longer linked to a paid invoice line, a cancellation segment can be added and the funds disencumbered when the refund check arrives.

12. Open the Orders group of wizards and click the *Modify Order* wizard.

13. Search for the order or the title you are cancelling and, if necessary, click **Modify Order**.

14. If the order has multiple order lines, double-click the order line you want to cancel or highlight it and click the *Modify Orderline* tool.

15. Click the **Segments** tab.

- Click the *Add a Cancellation* tool.
- Click the check box(es) next to the segments(s) you want to cancel, or click the Cancel All Fundings check box, and click **OK**.
- In the Cancel Reason field, select a reason.
- In the Quantity field, type the numbers of copies to cancel.
- If necessary, change the date in the Cancelled field.
- Do not update the Mailed field if using the Vendor Acquisition Claim report. This report updates the field once a notice is sent.

16. Click **Save Your Changes.**

17. Click **Close**.

Exercise 23: Processing Unexpected Discounts

These scenarios discuss the process to use when you receive an unexpected discount after you receive an invoice.

Scenario 1 – You received the items, an invoice has not been created, and you want to credit a specific fund:

1. Create a basic order following steps 1-12 as described on page 322.

Create the invoice

2. Open the Invoices group of wizards and click the *Add Invoice* wizard.
3. Complete the Enter Invoice and Vendor ID window.
   - In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
   - In the Vendor ID field, click the gadget and select a vendor.
   - In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
   - Click **Add Invoice**.
4. Click the *Add Invoiceline* tool and complete the Add Invoiceline window.
   - Enter the Amount.
   - Verify the Link drop-down is set to Order.
   - Use the gadget to select the Order ID, which also allows you to identify the Orderline. Click **Invoice Orderline**.
   - Type the Quantity and verify the Fiscal Cycle.
   - Click **Add Invoiceline**.
   - Click **Modify Invoiceline**.
5. Click the *Add Invoiceline* tool and complete the Add Invoiceline window.
   - In the Line field, type DISCOUNT.
   - In the Amount field, type the negative dollar amount of the discount in this format: -4.00.
   - In the Link drop-down list, select FUND.
   - Use the gadget to select the Fund ID.

- Verify the Fiscal Cycle.
- Click **Add Invoiceline**.
- Click **Modify Invoiceline**.

6. Click **Close**.

Scenario 2 – You received the items, an invoice has not been created, and you want to adjust the amount of the order line:

1. Create a basic order following steps 1-12 as described on page 322.

Create the invoice

2. Open the Invoices group of wizards and click the *Add Invoice* wizard.
3. Complete the Enter Invoice and Vendor ID window.

- In the Invoice ID field, type an invoice number or select AUTO from the drop-down list.
- In the Vendor ID field, click the gadget and select a vendor.
- In the Date Invoiced field, accept the default of TODAY, or use the gadget to select a specific date.
- Click **Add Invoice**.

4. Click the *Add Invoiceline* tool and complete the Add Invoiceline window.

- In the Line field, type DISCOUNT.
- In the Amount field, type the negative dollar amount of the discount in this format: -4.00.
- In the Link drop-down list, select ADJUST.
- Use the gadget to select the Order ID, which also allows you to identify the Orderline. Click **Invoice Orderline**
- Verify or type the Quantity and Fiscal Cycle.
- Click **Add Invoiceline**.
- Click **Modify Invoiceline**.

5. Click **Close**.

Scenario 3 – You receive a discount for all the line items on a purchase order:

Create the order

1. Create a basic order following steps 1-12 as described on page 322.
2. Within the Common Tasks toolbar, click the *Session Settings* wizard.
3. Select the Specify Discount in Order check box.
4. Click **OK**.
5. Open the Orders group of wizards and click the *Modify Order* wizard.
6. Search for the order and, if necessary, click **Modify Order**.
7. If the order has multiple order lines, double-click the order line you want to cancel or highlight it and click the *Modify Orderline* tool.
8. On the **Orderline** tab.
   - Click the gadget next to the Discount field.
   - On the Discount window, select the Fixed option, and type the discount as a percentage. For example, type 5.00 for 5%.
   - Click **OK**.
9. Click **Save Your Changes**.
10. Repeat steps 7 and 8 for additional order lines.
11. Click **Close**.
12. When you create the invoice, enter each line's price as the discounted price.

Exercise 24: Create an Order Map

Order maps provide you with prepared funding and distribution templates that are often used when ordering. To create an order map, you need to be logged in with administrative rights.

1. Navigate to the Configuration toolbar.
2. Open the Acquisition Configuration group of wizards and click the *Order Map* wizard.
3. Click **Create**.
4. Enter the Name, Description, Quantities, and acquisitions Library.
5. Click **Save**.
6. Using the *Add a Funding/Distribution Cluster* tool, enter the funds and the distributions that the order map represents. You can also right-click the tree to establish new funding/distribution clusters.

After a halt and run of the services, the order map is available.

Once in place, create an order with the quantity used in the new order map. You will see the segments have been populated with the funds and holdings codes.

Glossary

Cash Balance – The cash balance is that portion of the budgeted amount that has not actually been spent, whether or not the money has been encumbered.

Check Catalog and Vendor Availability – This is an option available in the wizards used to order materials if the library has purchased access to it. The VIP option searches the library catalog and a vendor catalog simultaneously by ISBN for title records, adds brief title records, and allows you to initiate the creation of order lines for titles.

EDI – This stands for Electronic Data Interchange which is a separately purchased module that allows libraries to communicate with vendors to transfer ordering, invoicing, or subscription information between computers.

Encumbered – The encumbered amount includes orders placed from a particular fiscal cycle that have not yet been invoiced, paid, canceled, or removed.

Free Balance – The free balance is that portion of the budget neither committed (encumbered) nor spent (paid.)

On Order Title Holds feature – With the implementation of this feature, holds may be placed on titles based on the holding distribution segments of order lines linked to the title. If no existing copies of the title qualify as being available for holds, the system will check for open order lines linked to the title. If such order lines exits, SirsiDynix Symphony will allow a hold if any order line has a holding distribution segment with a holding code which, when received and loaded, will create a copy that qualifies for the hold.

Overencumbered – When a fund is overencumbered, the encumbered amount exceeds the fund budget amount.